Initial Assessment – Primary

Note: If you are an Alternative Response county, see the Alternative Response Quick Reference Guide.

Note: To create an Initial Assessment – Primary, assignment to the case is needed.

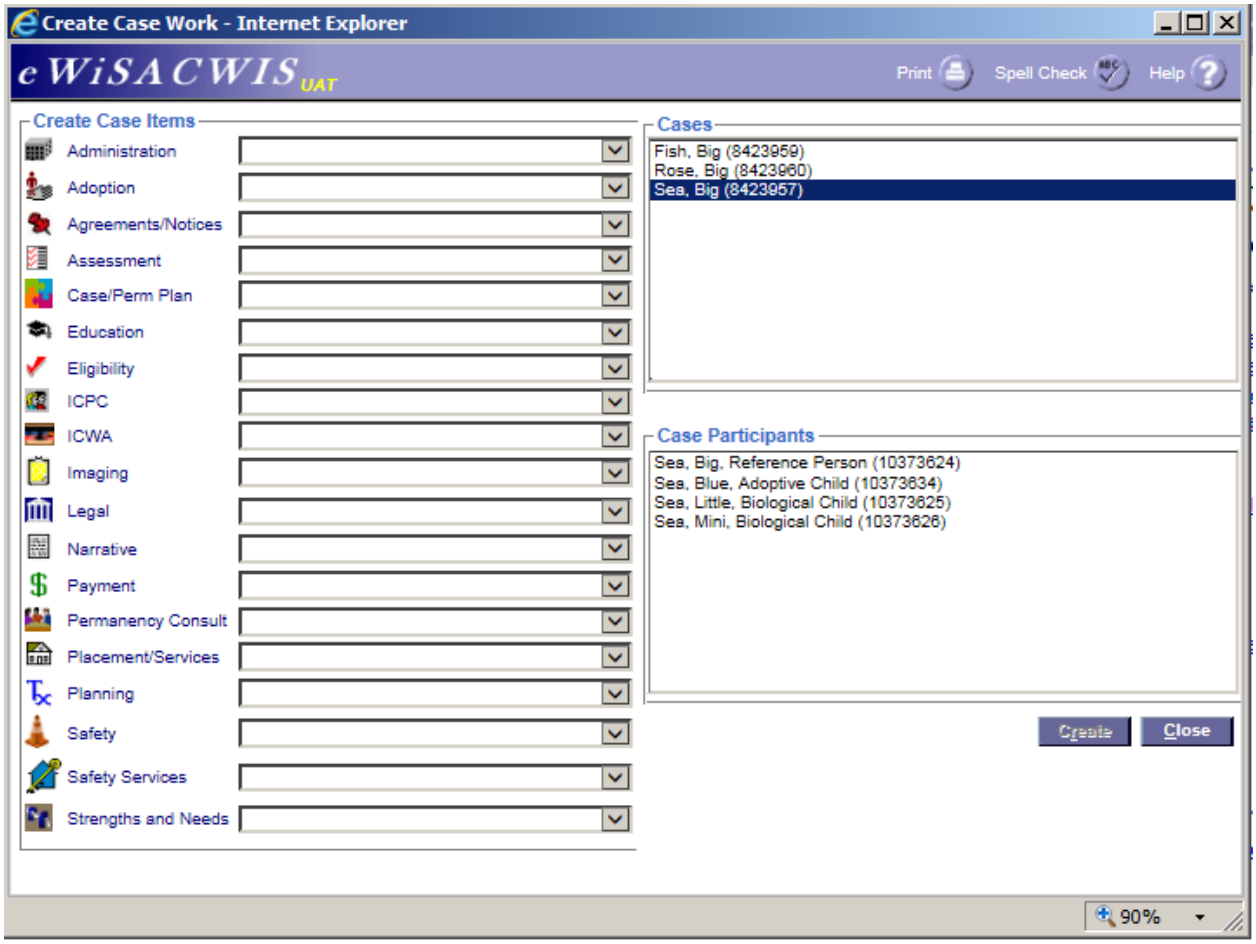
Related Quick Reference Guides:

Documenting ICWA
Initial Face-to-Face Contacts
Notification & Review Process for Substantiated Maltreaters
Serious Incident (Act 78)

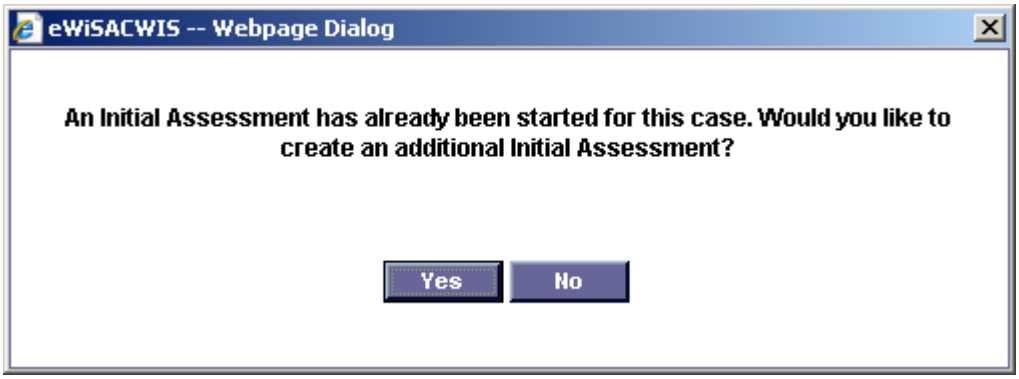
1. From the desktop, click Create > Case Work or click the Case Work hot button

to open the Create Case Work page.

2. On the Create Case Work page, select 'Assessment' from the Assessment drop-down, and select the family from the Cases group box. Click Create.

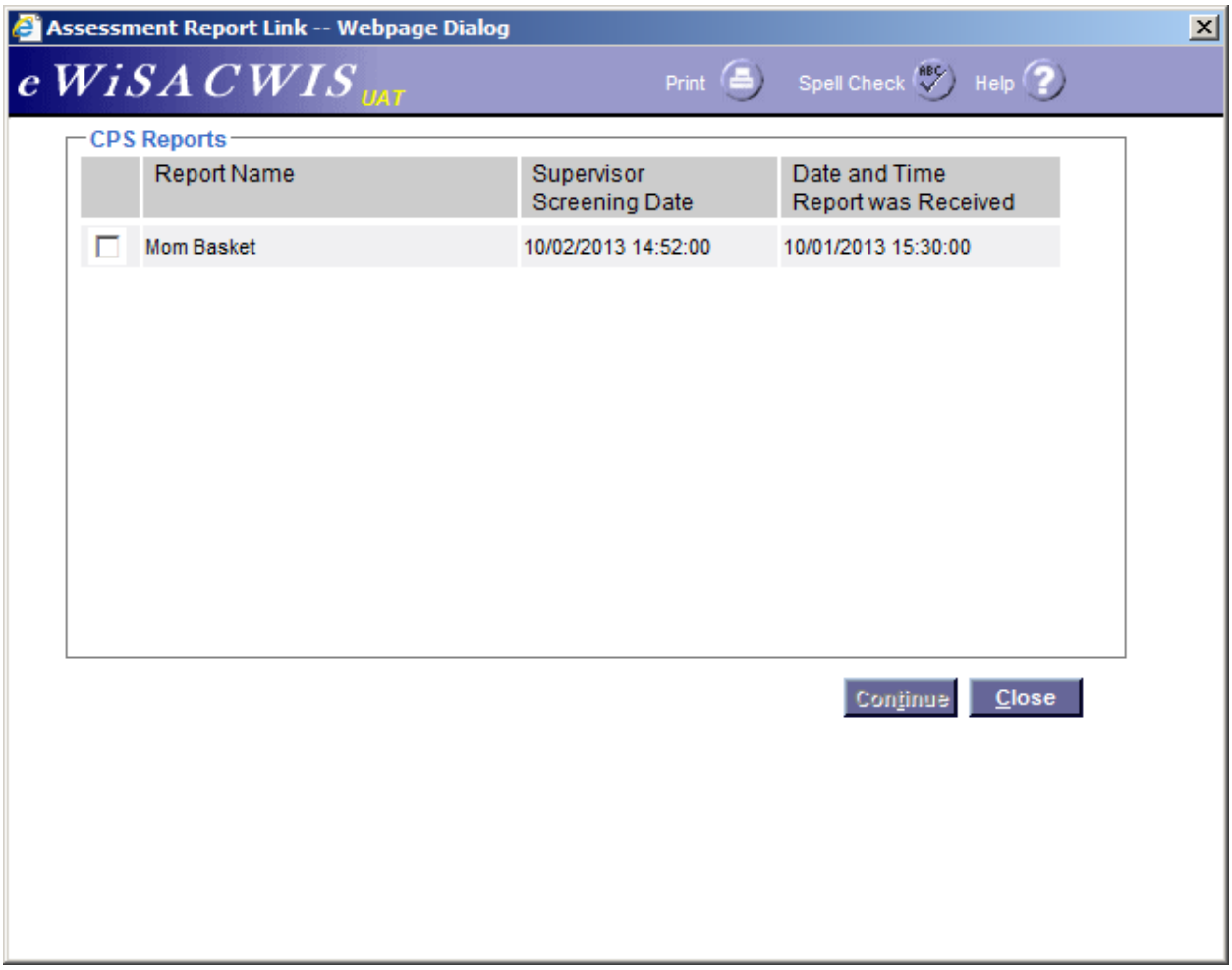


3. If a pending assessment exists, the following message will display:



Click Yes to open the Assessment Report Link page. Click No to close the message and return to the desktop.

4. If a pending assessment does not exist, the Assessment Report Link page opens and shows all screened-in CPS Reports available to be linked to the Assessment. Select the checkbox next to the CPS Report(s) to be linked and click Continue to open the Assessment page.

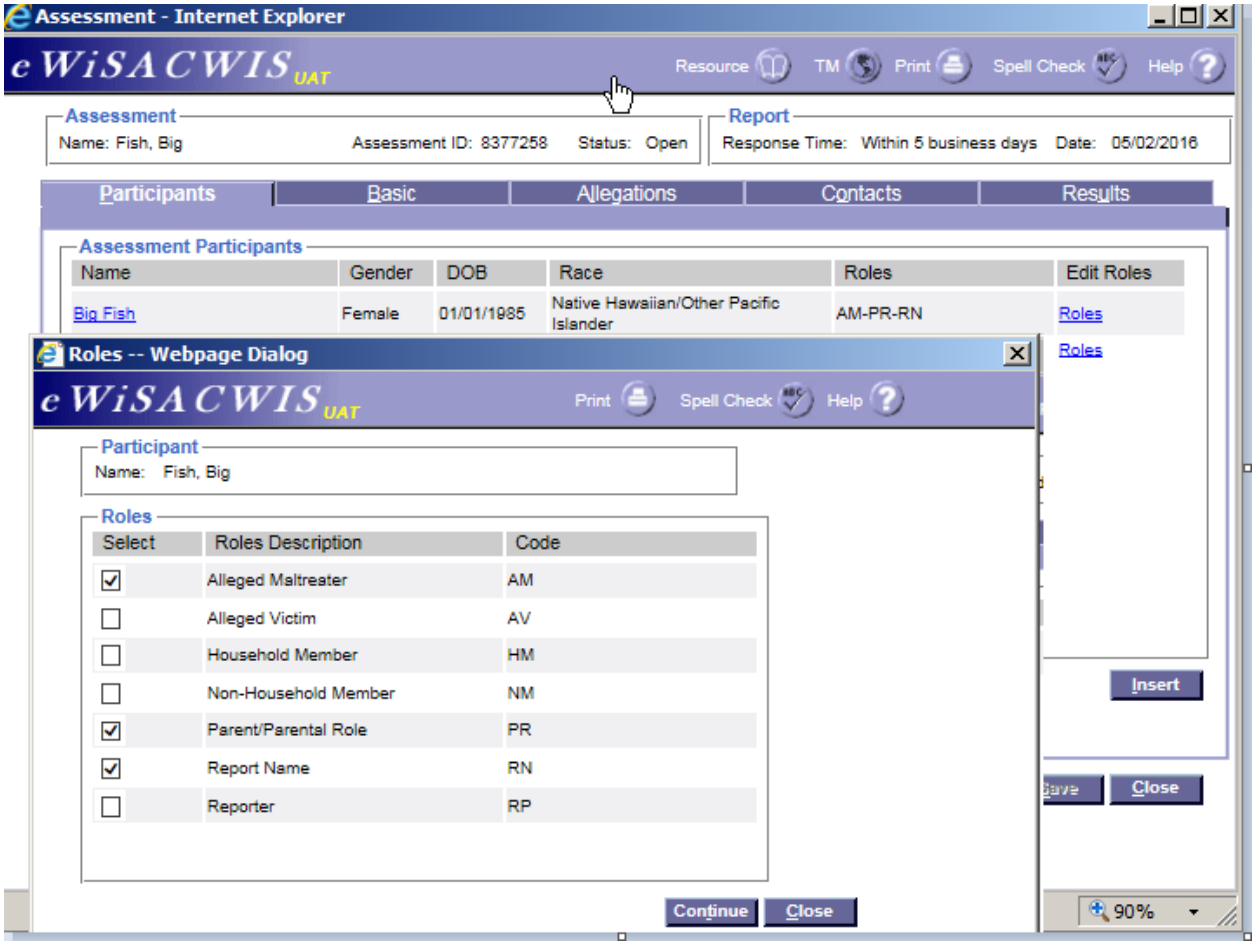


Assessment- Participants Tab

5. The Assessment page opens to the Participants tab. Click the Roles hyperlink to add the role of Alleged Maltreater to the appropriate participant(s).

    - Additional active case participants can be added by clicking Insert.

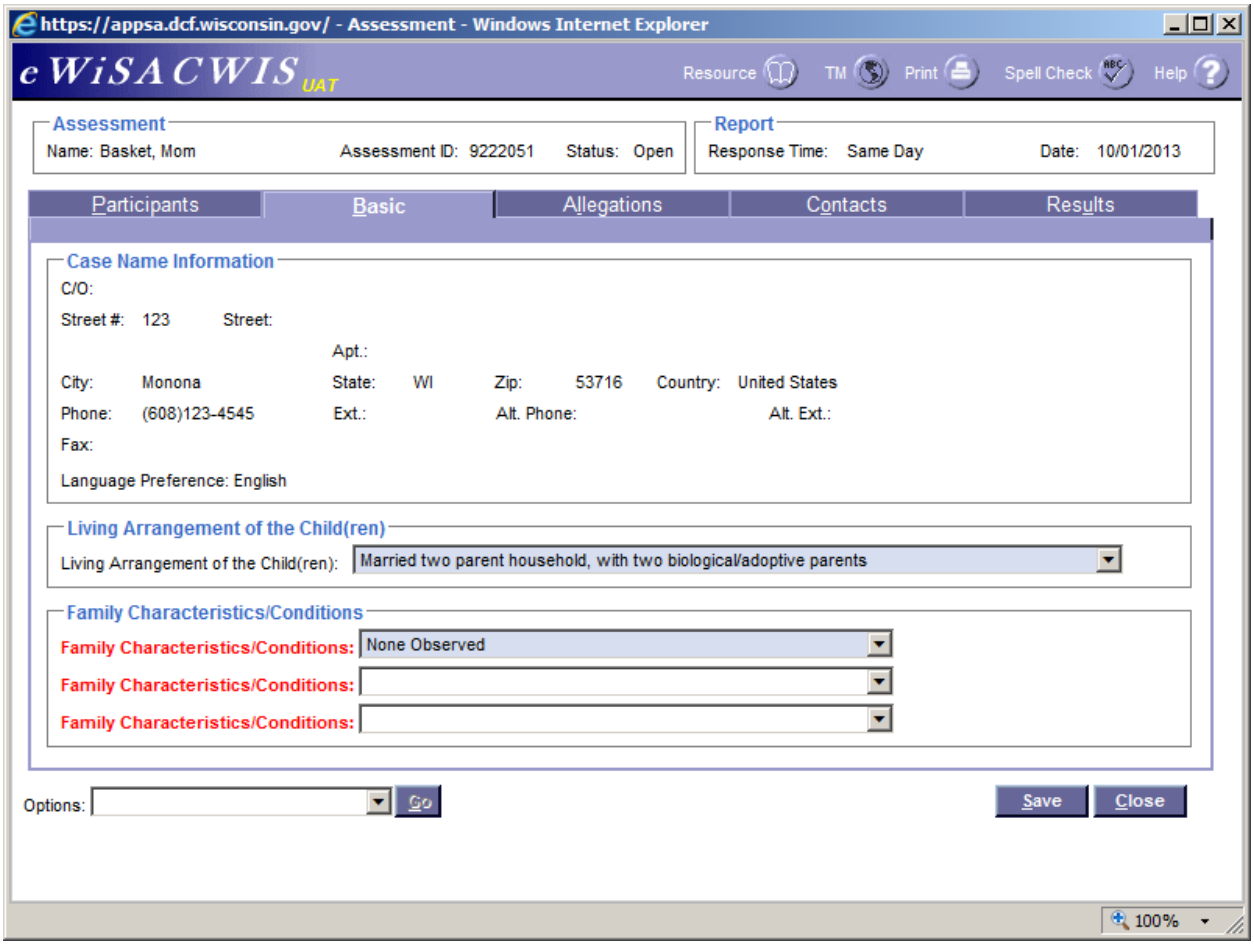
    - Select the Create/View ICWA Record hyperlink to complete the Child's ICWA record. See the ICWA Quick Reference Guide for more information.



Assessment- Basic Tab

6. Next, click on the Basic tab. Select the appropriate Living Arrangement of the Child(ren) drop-down option and up to three Family Characteristics/Conditions.

    - If there are no applicable characteristics or conditions, select 'None Observed.'



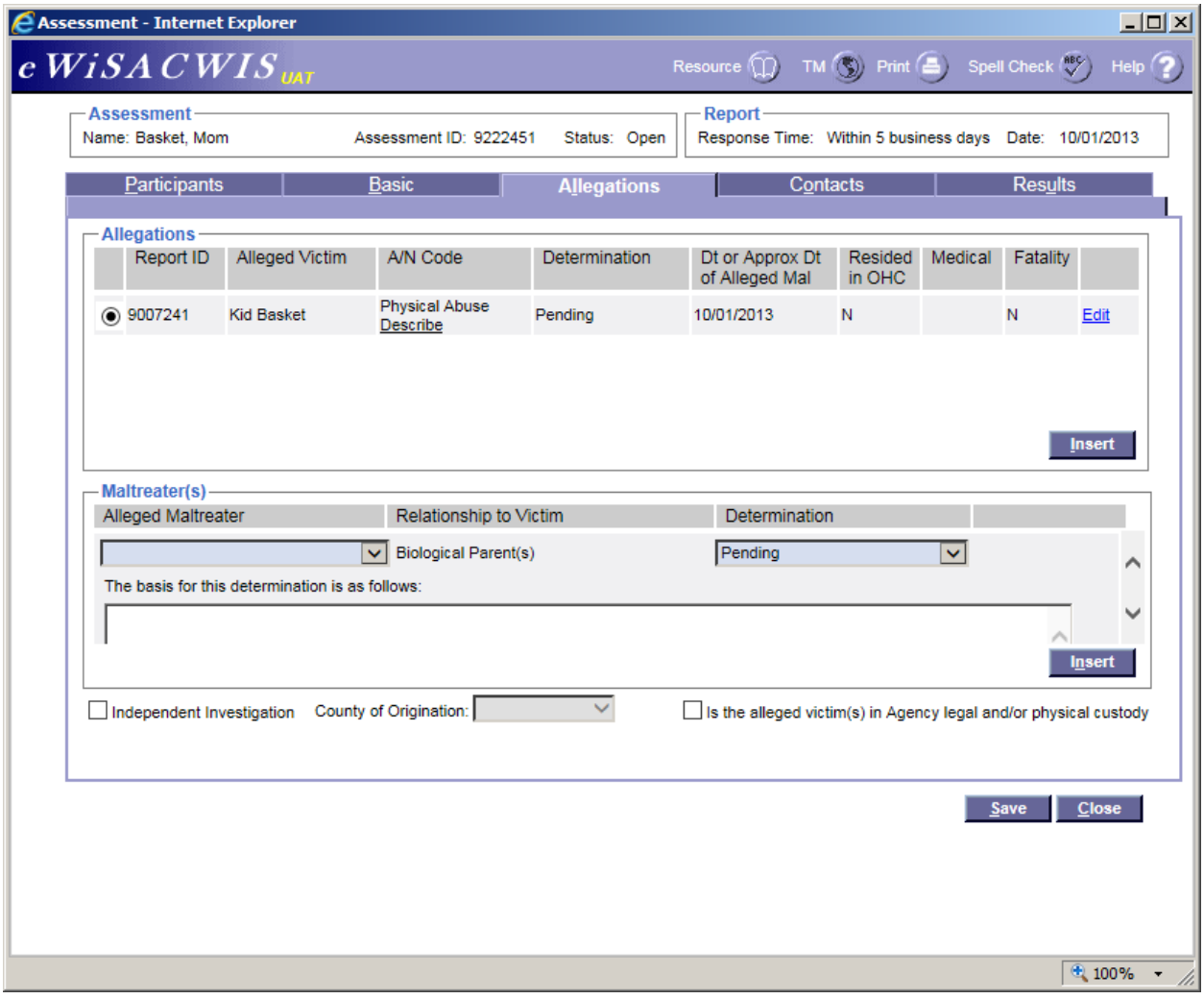
Assessment- Allegations Tab

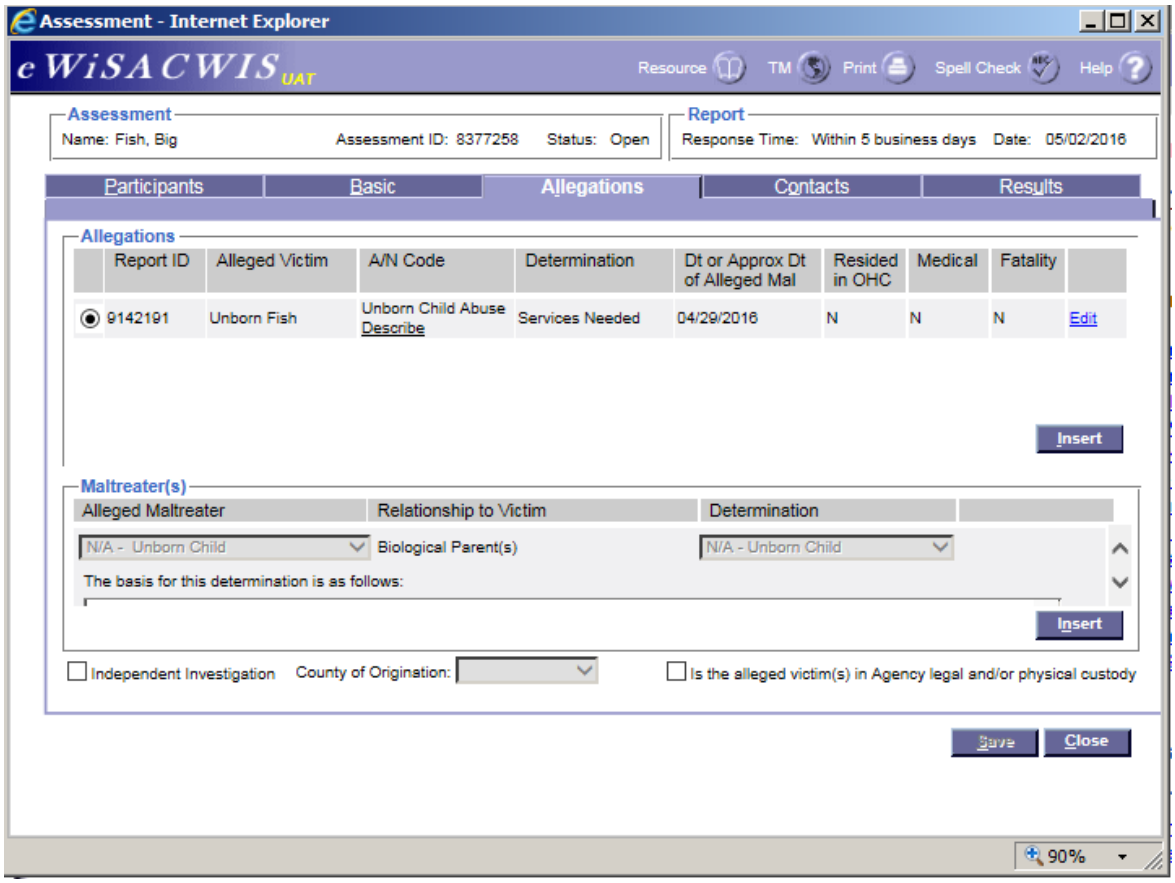
7. The Allegations tab prefills with the allegations documented on the CPS Report. Complete the allegation(s) by clicking the Edit hyperlink to open the Allegation (Assessment) page. Select the appropriate maltreatment determination, date of maltreatment, and answer the remaining questions by selecting the appropriate radio buttons. Additional fields may be required depending on the answers selected.

Note: If a death has occurred, see the section "Recording a Date of Death for a Child" of this guide.

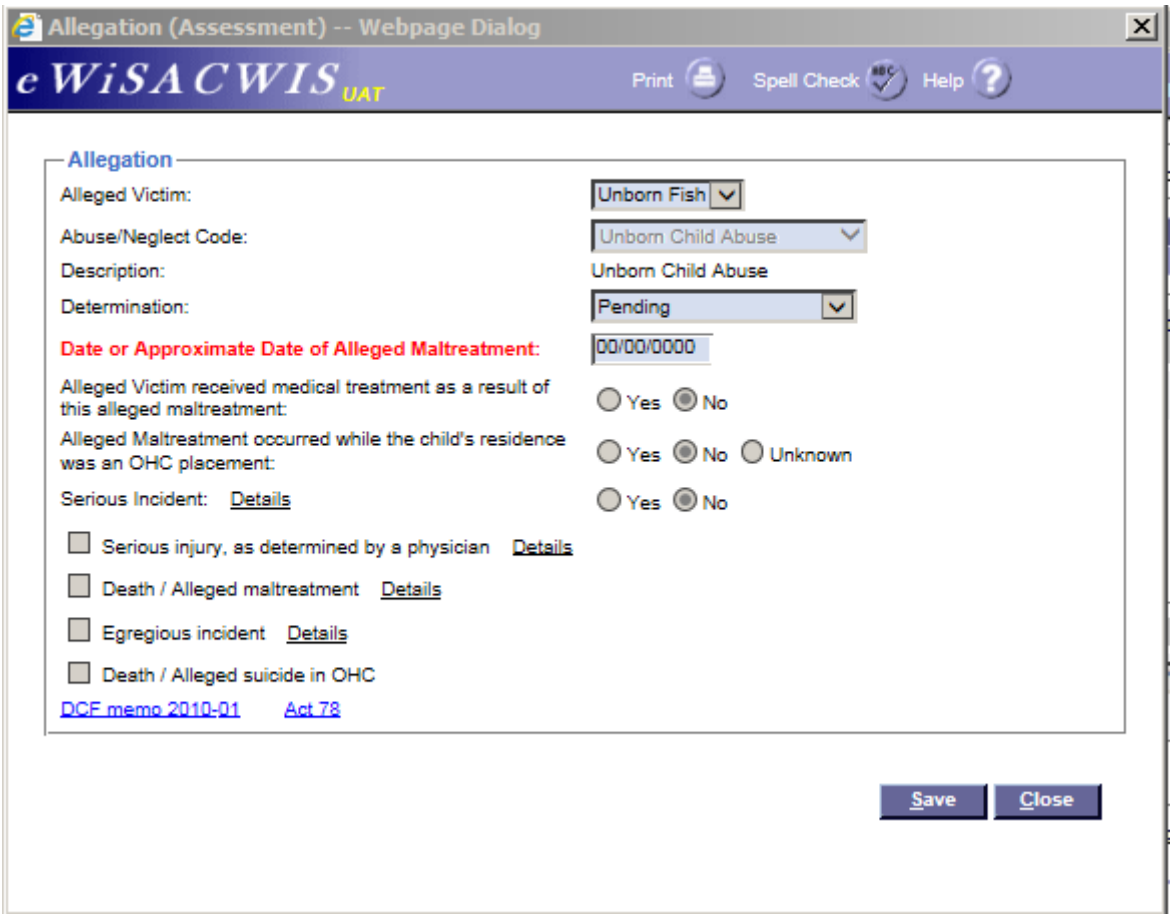
Note: If allegations rise to the level of a Serious Incident, Wisconsin Act 78 requires county agencies and the Division of Milwaukee Child Protective Services (DMCPS) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the Serious Incident (Act 78) Quick Reference Guide for more information.

8. Additional allegations can be added. Click Insert within the Allegations group box to open the Allegation (Assessment) page. In case of unborn child abuse, both the Alleged Maltreater and Determination fields are defaulted and disabled to N/A – unborn Child



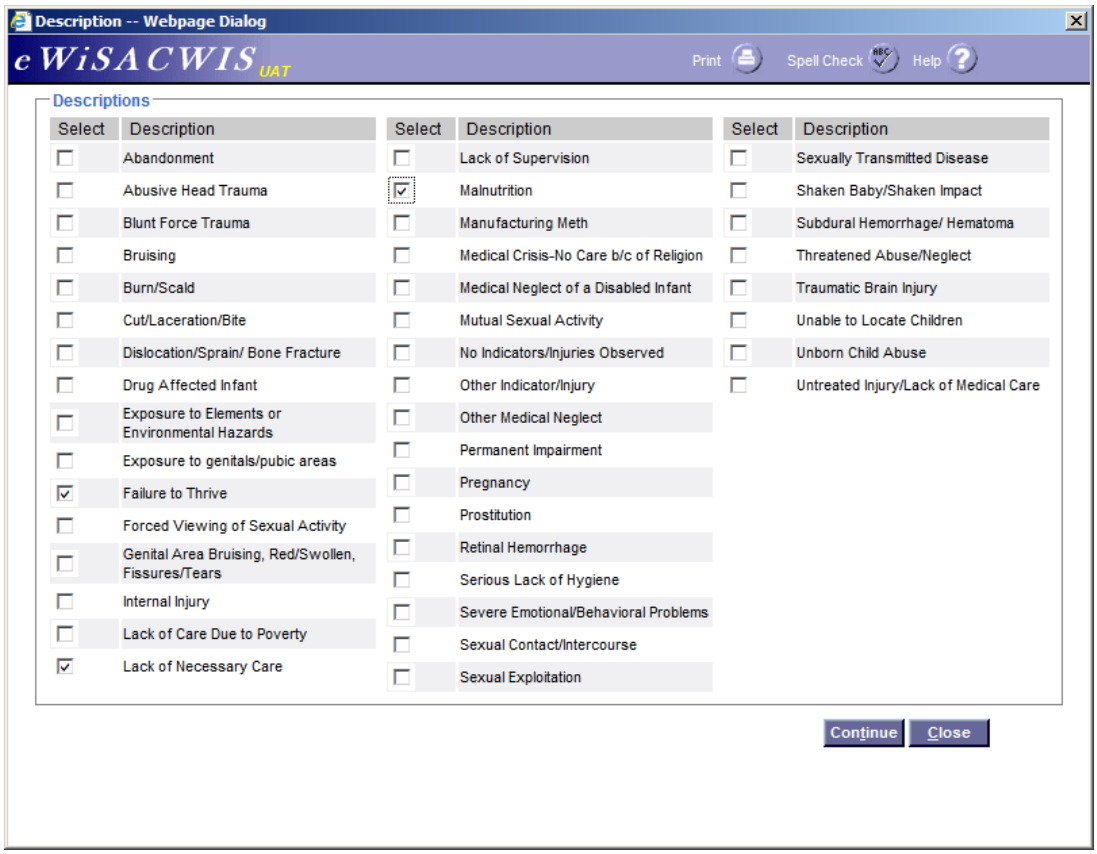

Assessment - Internet Explorer
eWiSACWIS UAT
Resource
TM
Print
Spell Check
Help
Assessment
Name: Fish, Big
Assessment ID: 8377258
Status: Open
Report
Response Time: Within 5 business days
Date: 05/02/2016
Participants
Basic
Allegations
Contacts
Results
Allegations
Report ID
Alleged Victim
A/N Code
Determination
Dt or Approx Dt of Alleged Mal
Resided in OHC
Medical
Fatality
9142191
Unborn Fish
Unborn Child Abuse
Describe
Services Needed
04/29/2016
N
N
N
Edit
Insert
Maltreater(s)
Alleged Maltreater
Relationship to Victim
Determination
N/A - Unborn Child
Biological Parent(s)
N/A - Unborn Child
The basis for this determination is as follows:
Insert
Independent Investigation
County of Origination:
Is the alleged victim(s) in Agency legal and/or physical custody
Save
Close
90%

9. When inserting a new allegation, select an Alleged Victim from the drop-down. If the alleged victim is an unborn child, the Abuse/Neglect code is automatically defaulted and disabled to Unborn Child Abuse. Additionally, for an unborn child, all the three Yes/No questions in this page are defaulted and disabled to "No" option.

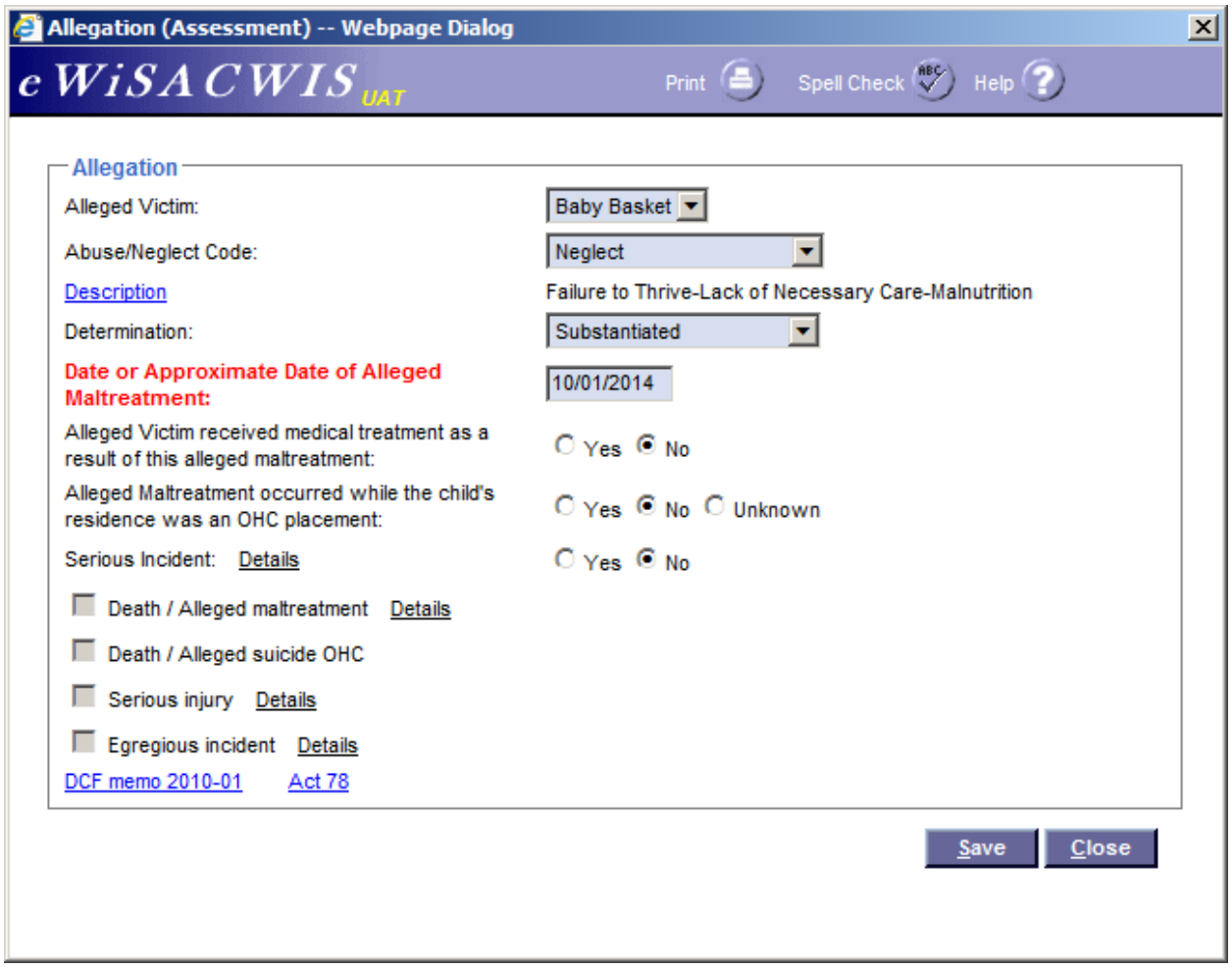


Note: If Unborn Child Abuse is selected for the Abuse/Neglect code, the only Determination values available are Pending, Unable to Locate, Services Needed, and Services Not Needed.

10. If the alleged victim is not an unborn child, select the type of abuse or neglect from the Abuse/Neglect Code drop-down. Next, click the Description hyperlink to open the Description page. Select up to three values that apply and click Continue to add and return to the Allegation (Assessment) page.


Description -- Webpage Dialog
eWiSACWIS UAT
Print
Spell Check
Help
Descriptions
Select
Description
Abandonment
Abusive Head Trauma
Blunt Force Trauma
Bruising
Burn/Scald
Cut/Laceration/Bite
Dislocation/Sprain/ Bone Fracture
Drug Affected Infant
Exposure to Elements or Environmental Hazards
Exposure to genitals/pubic areas
Failure to Thrive
Forced Viewing of Sexual Activity
Genital Area Bruising, Red/Swollen, Fissures/Tears
Internal Injury
Lack of Care Due to Poverty
Lack of Necessary Care
Lack of Supervision
Malnutrition
Manufacturing Meth
Medical Crisis-No Care b/c of Religion
Medical Neglect of a Disabled Infant
Mutual Sexual Activity
No Indicators/Injuries Observed
Other Indicator/Injury
Other Medical Neglect
Permanent Impairment
Pregnancy
Prostitution
Retinal Hemorrhage
Serious Lack of Hygiene
Severe Emotional/Behavioral Problems
Sexual Contact/Intercourse
Sexual Exploitation
Sexually Transmitted Disease
Shaken Baby/Shaken Impact
Subdural Hemorrhage/ Hematoma
Threatened Abuse/Neglect
Traumatic Brain Injury
Unable to Locate Children
Unborn Child Abuse
Untreated Injury/Lack of Medical Care
Continue
Close

11. Select the appropriate Determination and enter the Date or Approximate Date of Alleged Maltreatment. Select the appropriate answer for the remaining questions.



Serious Incidents

- If 'Yes' is selected for Serious Incident, select the appropriate checkboxes related to the Serious Incident.

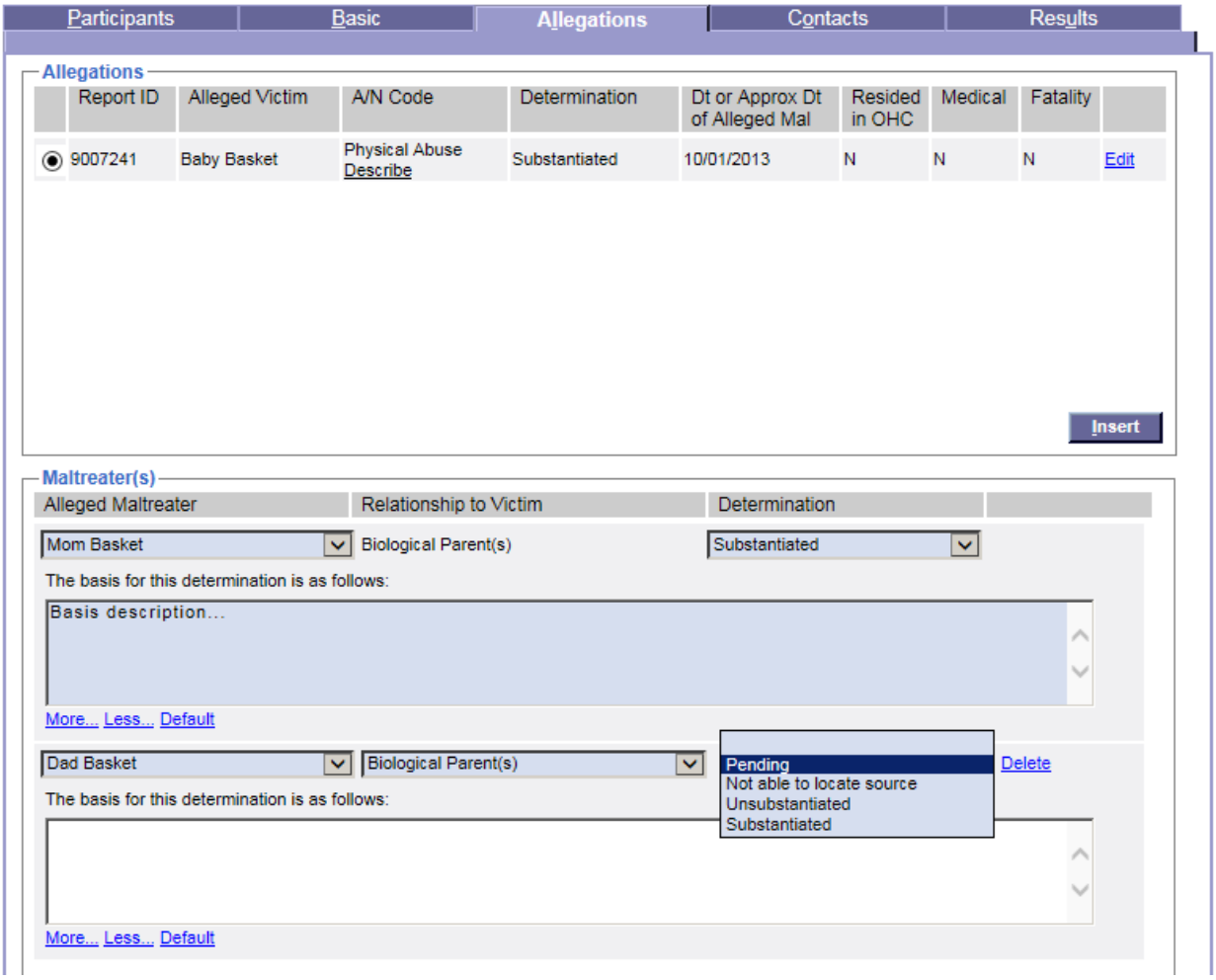
- If allegations rise to the level of a Serious Incident, Wisconsin Act 78 requires county agencies and the Division of Milwaukee Child Protective Services (DMCPS) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the Serious Incident (Act 78) Quick Reference Guide for more information.

- Click the DCF memo 2010-01 and Act 78 hyperlink to access the memo and act regarding Child Welfare Public Disclosure 2009 Wisconsin Act 78.

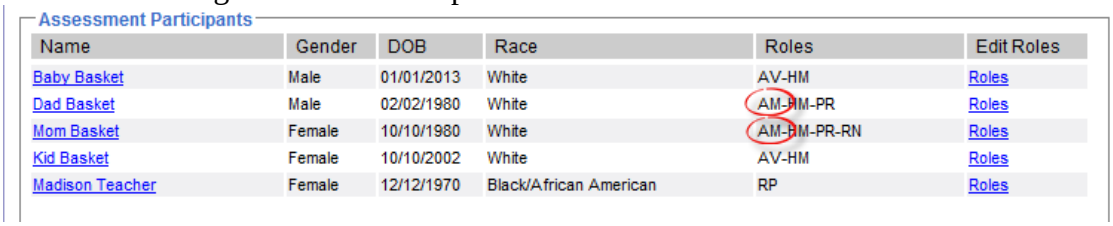
Note: If a death has occurred, see the section "Recording a Date of Death for a Child" of this guide.

12. Click Save when completed. Click Close to return to the Assessment page.

13. Next, complete the Maltreater(s) group box on the Allegations tab. For substantiated allegations, complete the narrative for the 'The basis for this determination is as follows:'



- Only individuals with the role of 'AM' (Alleged Maltreater) on the Participants tab will be available in the Alleged Maltreater drop-down.



- Each allegation may have different maltreaters. Select the radio button next to the allegation to view the maltreater(s) for that allegation.
- Click Insert within the Matreater(s) group box to add a maltreater for an allegation. For example, when both parents are alleged maltreaters, only one maltreater row will exist from the access report. Insert an additional row for the second parent.

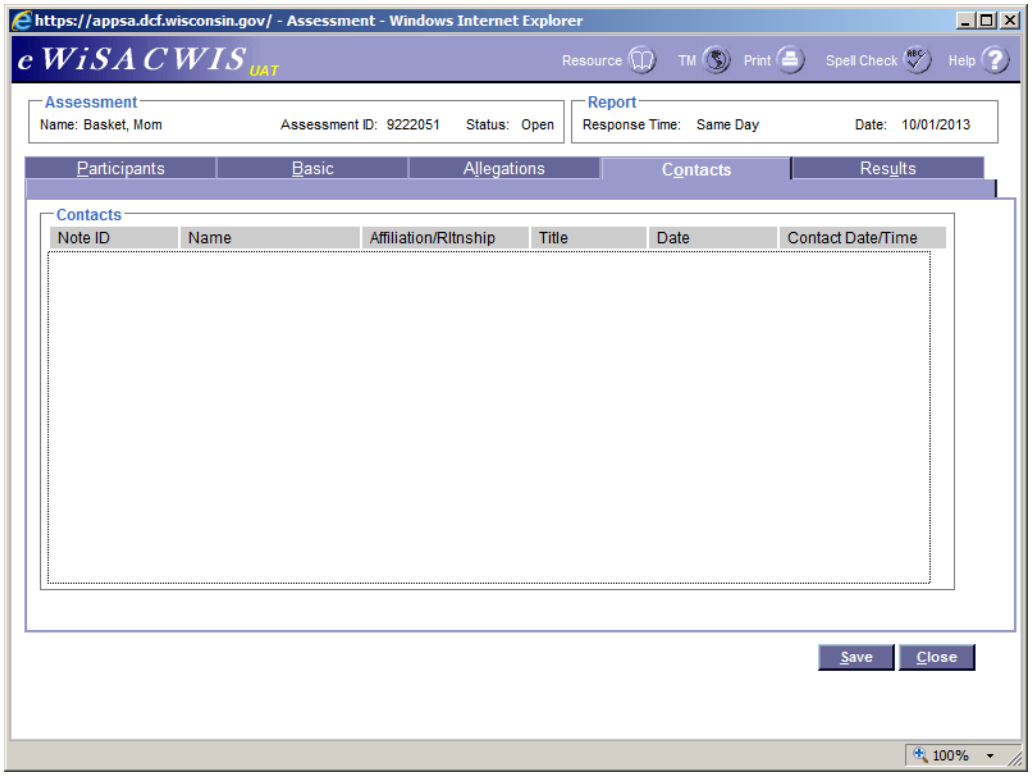
Note: If Unborn Child Abuse is indicated the Alleged Maltreater will automatically prefill as 'N/A – Unborn Child' and Maltreater Determination as 'N/A- Unborn Child'. An Unborn Child Abuse determination does not require the Maltreater Review process.

Note: At least one substantiated maltreater must be identified when the maltreatment has been substantiated.

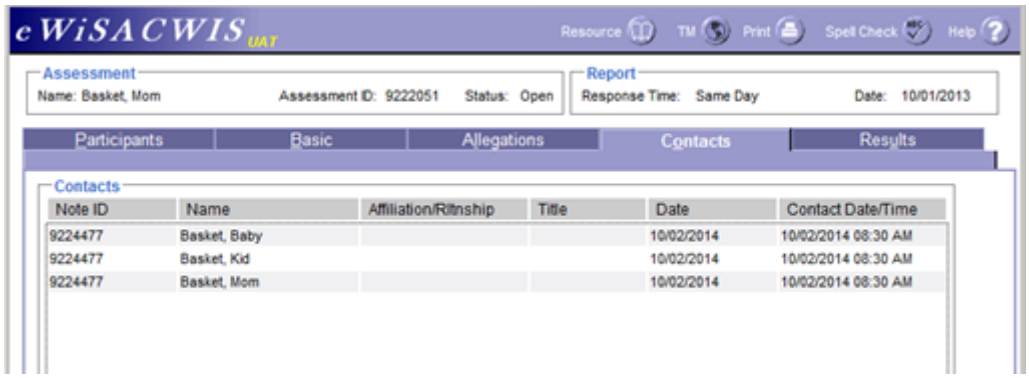
Note: If maltreatment is unsubstantiated, all maltreaters will default to unsubstantiated.

Assessment- Contacts Tab

14. The Contacts tab is view only; displaying any linked Assessment Contacts. If no contacts have been entered yet, the page will be blank.



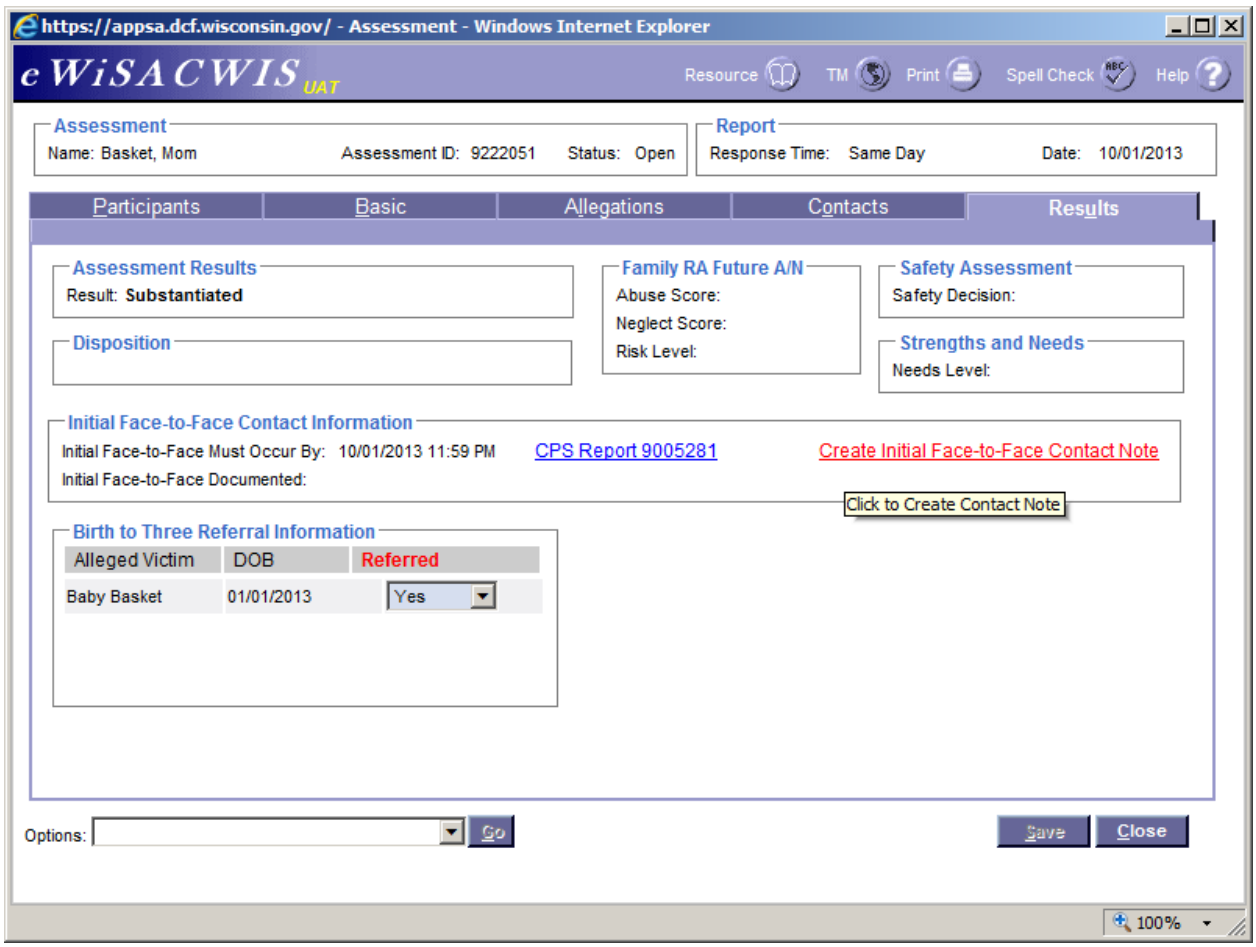
Once entered, each contact will display:



Assessment- Results Tab

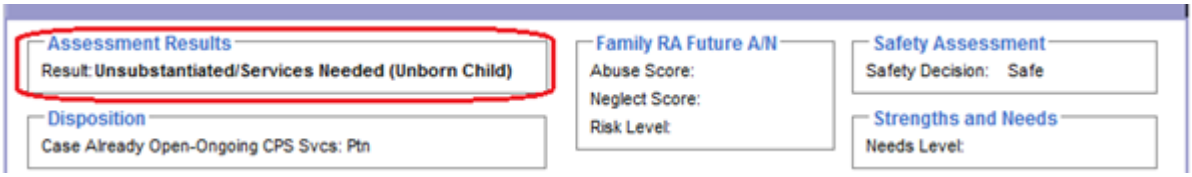
15. The Results tab is mostly view only and prefills information from completed work on the Assessment, including the Safety Assessment, Analysis and Plan. It also prefills information based on the type of Assessment being entered.

    - If the child is under three years old and has a substantiated allegation(s), their name will appear in the Birth to Three Referral Information group box. The Referred drop-down must be answered in order to approve the Assessment.



Note: After the initial Save of the page, the Initial Face-to-Face Contact Information automatically calculates when the Initial Face-to-Face Must Occur By.

Note: If an Unborn Child Abuse allegation is part of the assessment with other substantiated or unsubstantiated allegations, the Assessment Results will reflect a combination of the determinations. This is also reflected the outliner for the assessment.

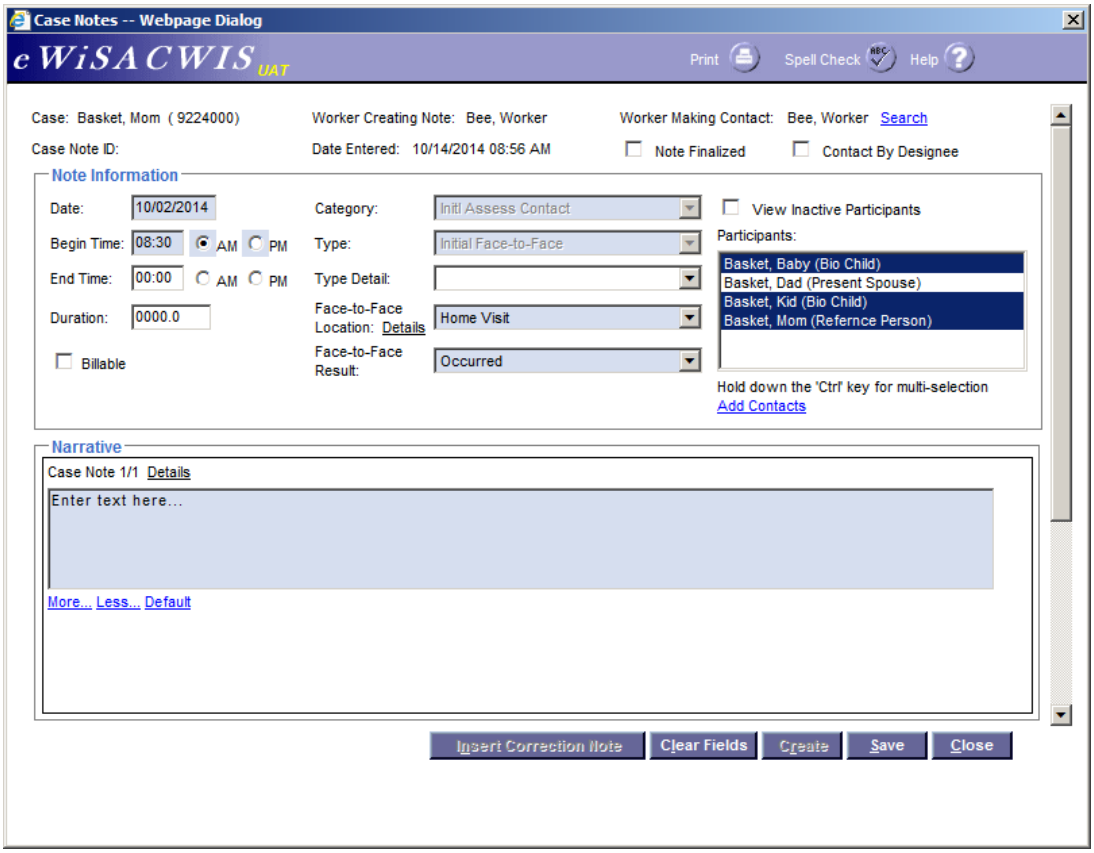


16. Next, select the Create Initial Face-to-Face Contact Note hyperlink to open the Case Notes page.

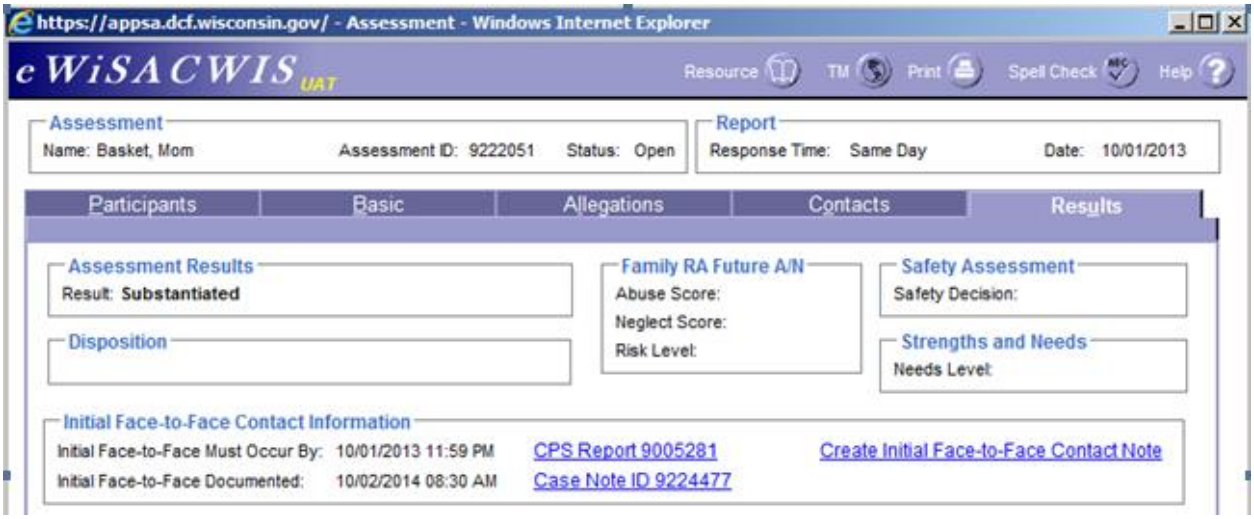
.

17. When created from the Results tab of the Assessment, the Case Note Category will pre-fill as 'Initial Assessment Contact' and Type as 'Initial Face-to-Face'. Enter the appropriate information and narrative. Once completed, click the Save button. Click Close to return to the Results tab of the Assessment page.

Note: For more information on this process see the Initial Face-to-Face Contacts Quick Reference.

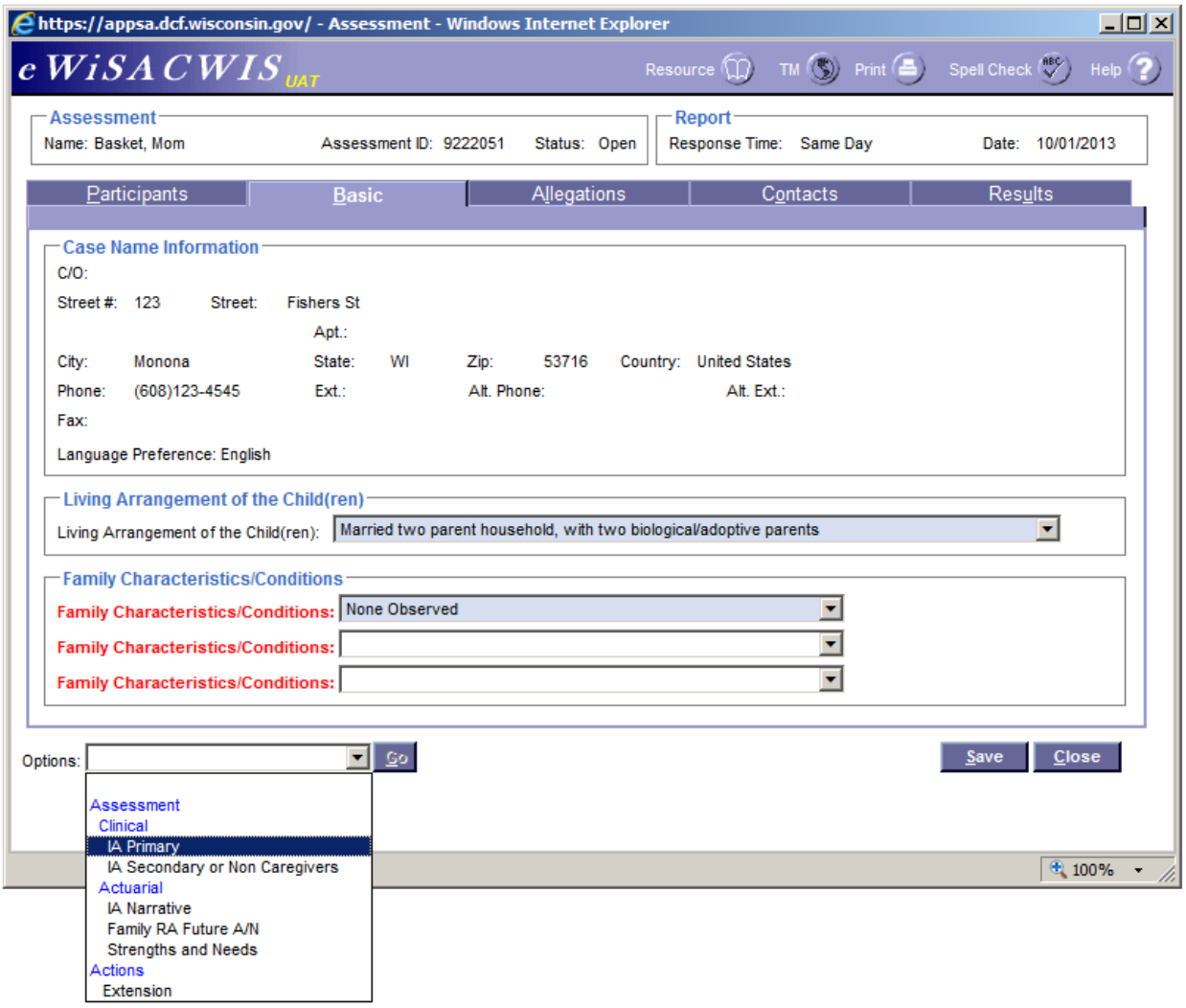


18. On the Assessment page, the date the Initial Face-to-Face Documented date and time prefill. The Case Note ID number prefills and is a hyperlink to the case note.

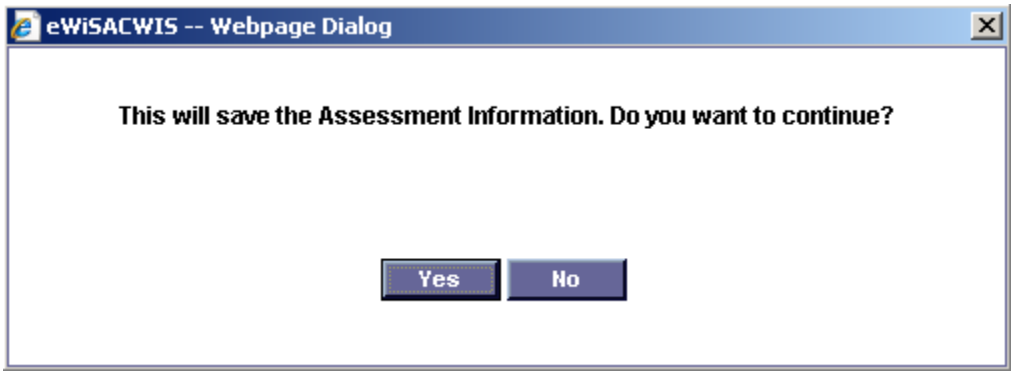


IA Primary

19. Click on the Basic tab to access the IA Primary page. Select 'IA Primary' on the Options drop-down and click Go.

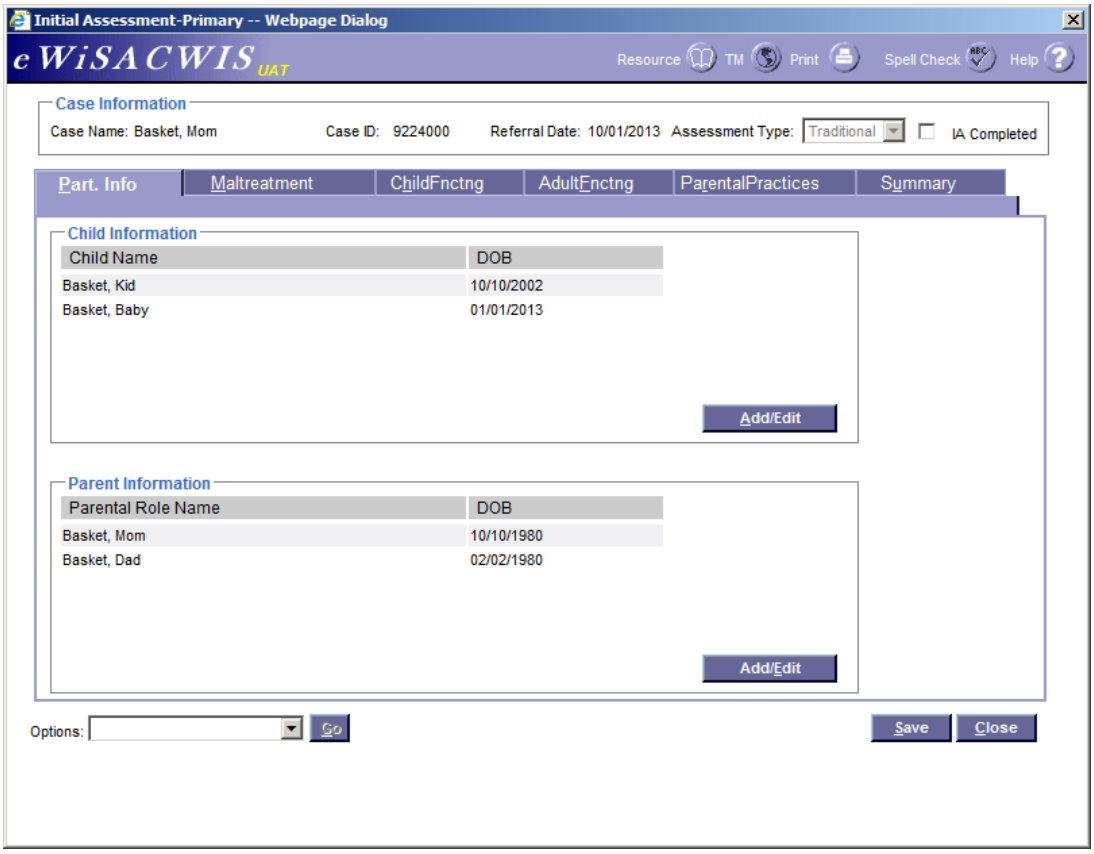


20. The following message will appear. Click Yes to continue, or No to not save the Assessment and return to the page.

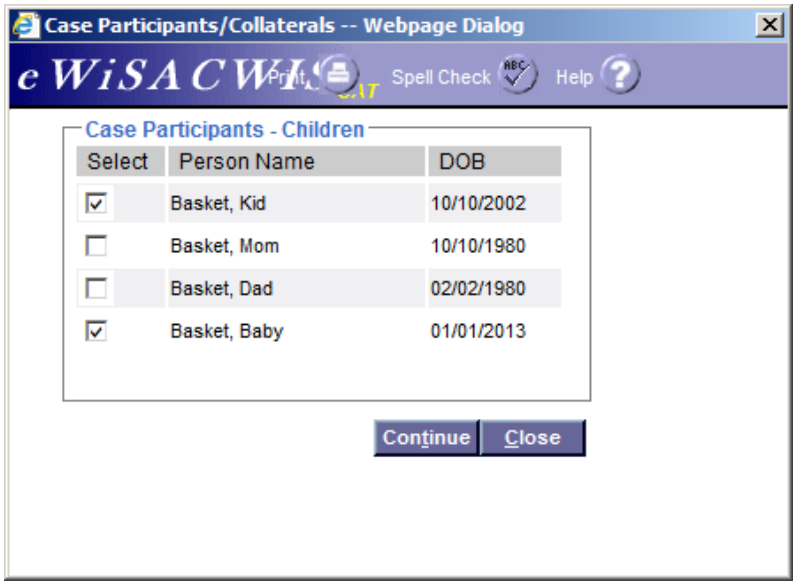


IA Primary – Part. Info (Participant Information) Tab

21. On the Initial Assessment – Primary page, start by identifying the participants by clicking Add/Edit within the appropriate Child or Parent Information group box. When clicked, the Case Participant/Collaterals page opens.

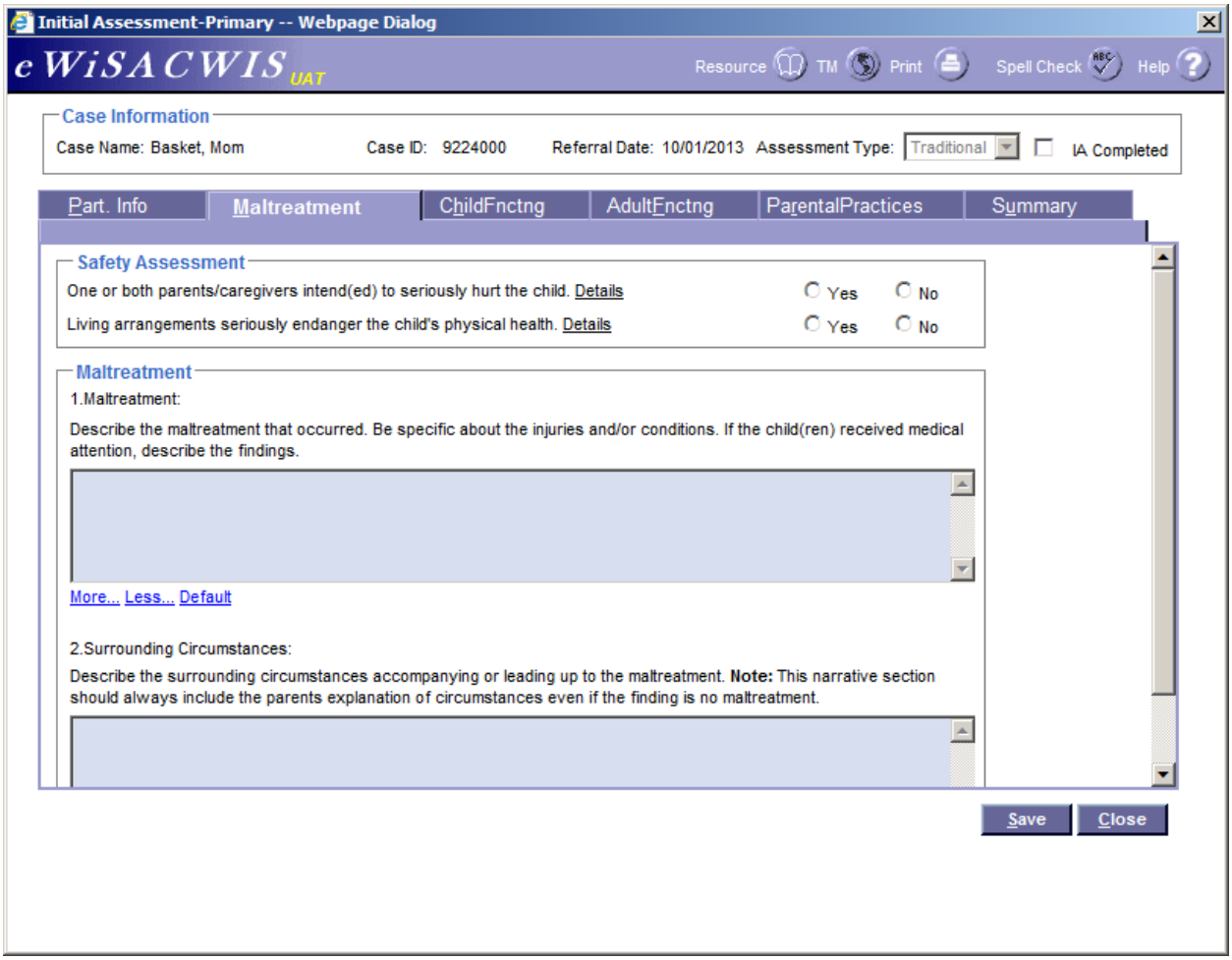


22. Select the checkbox next to the participant(s) to be added and click Continue to add the participant and return to the Part. Info tab.



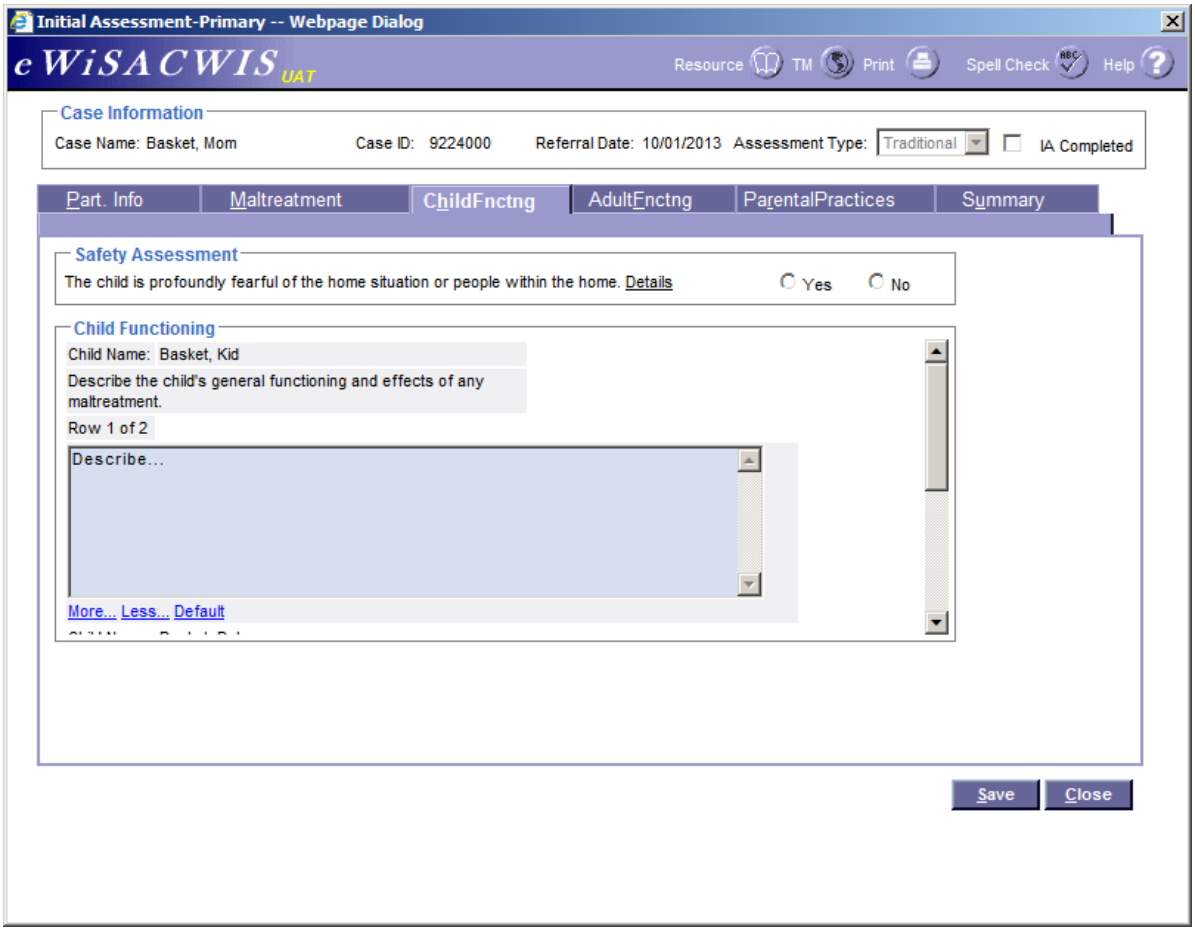
IA Primary – Maltreatment Tab

23. On the Maltreatment tab, select the appropriate answers for the Safety Assessment group box. Enter information regarding the maltreatment in the Maltreatment and Surrounding Circumstances narratives.



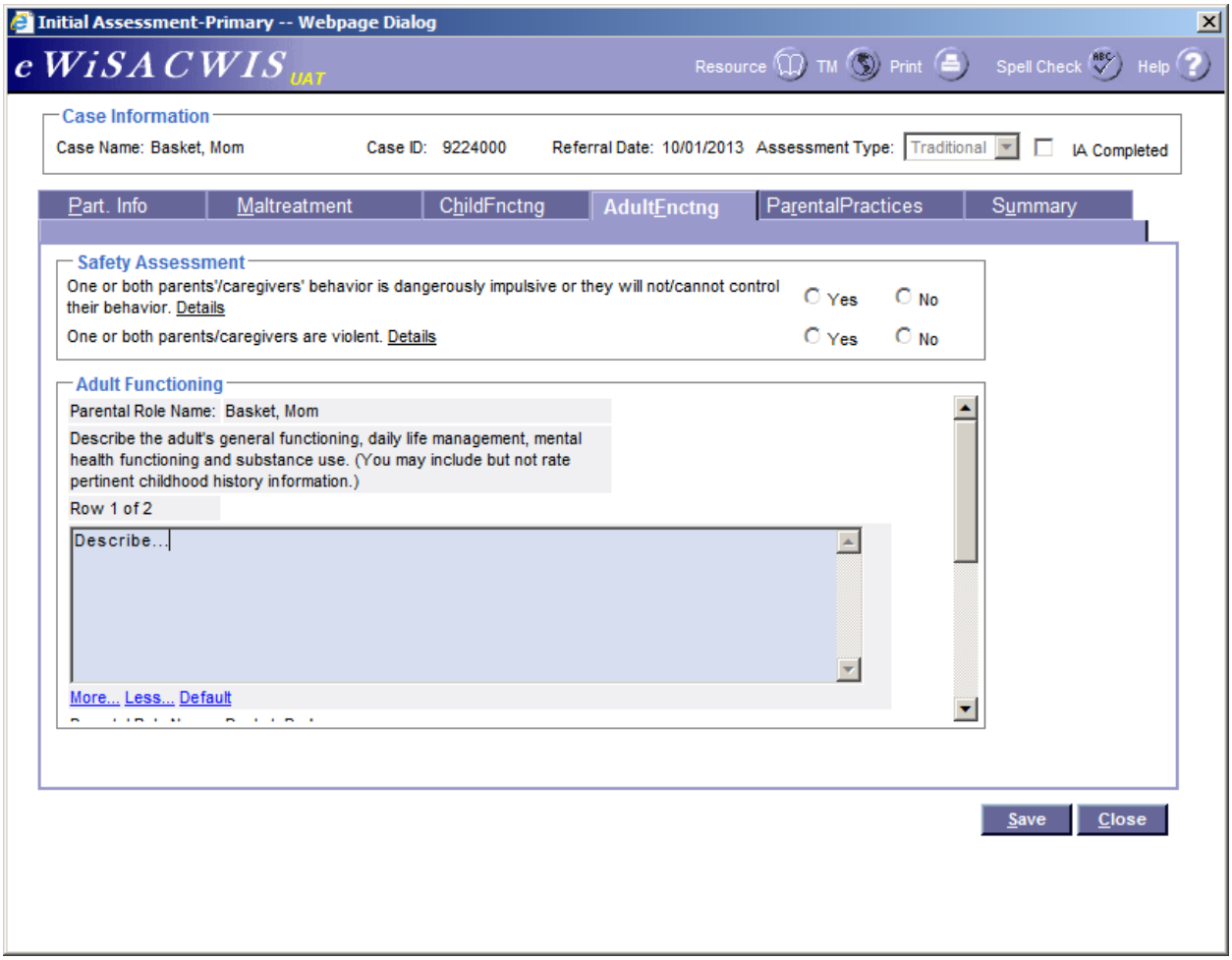
IA Primary – ChildFunctng (Child Functioning) Tab

24. Next, on the Child Functioning tab, select the appropriate answer for the Safety Assessment question. Enter information in the Child Functioning narrative boxes. Each child identified on the Part. Info tab will have a required narrative section.



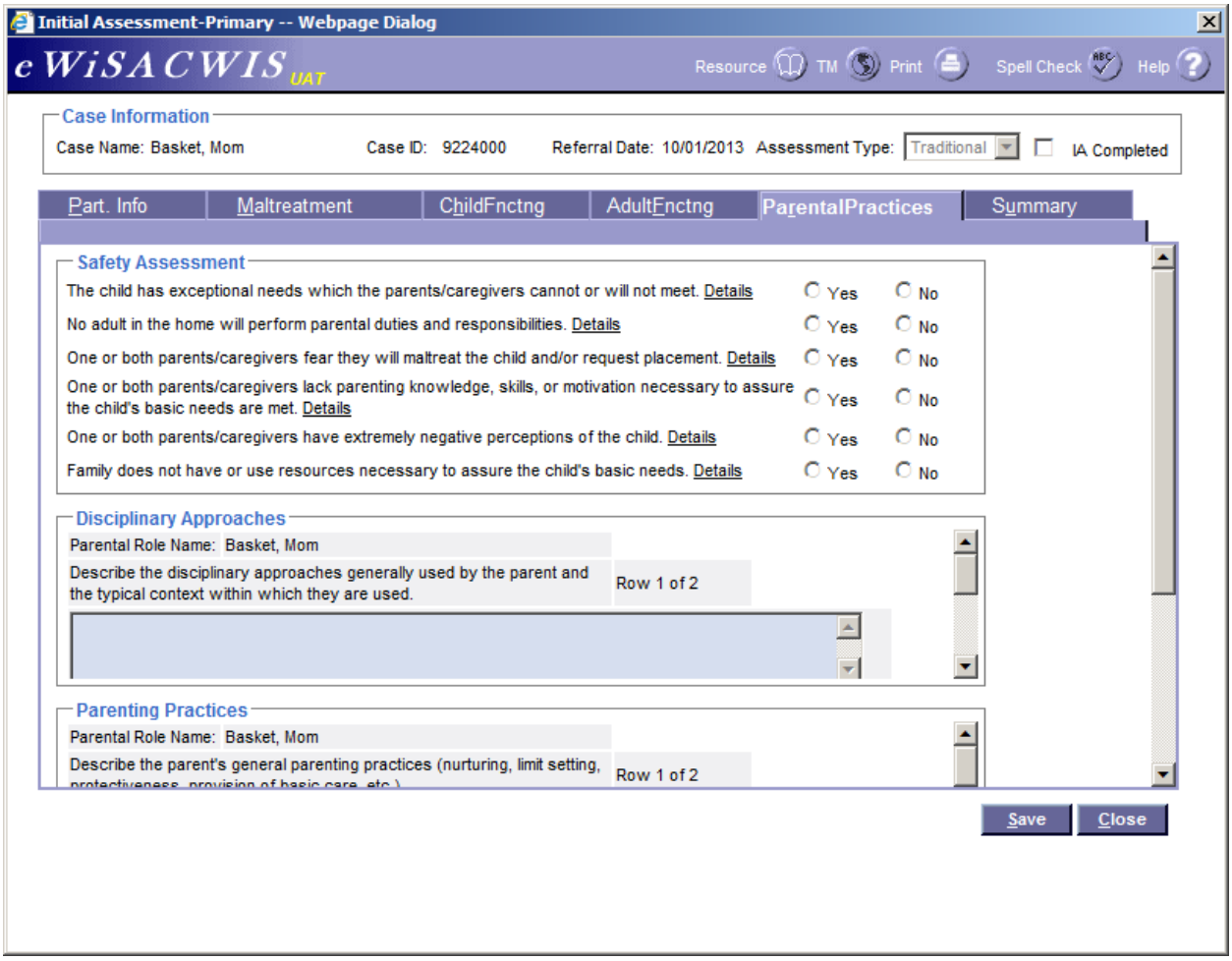
IA Primary – AdultFnctng (Adult Functioning) Tab

25. On the Adult Functioning tab, select the appropriate answers for the Safety Assessment questions. Enter information in the Adult Functioning narrative boxes. Each adult identified on the Part. Info tab will have a required narrative section.



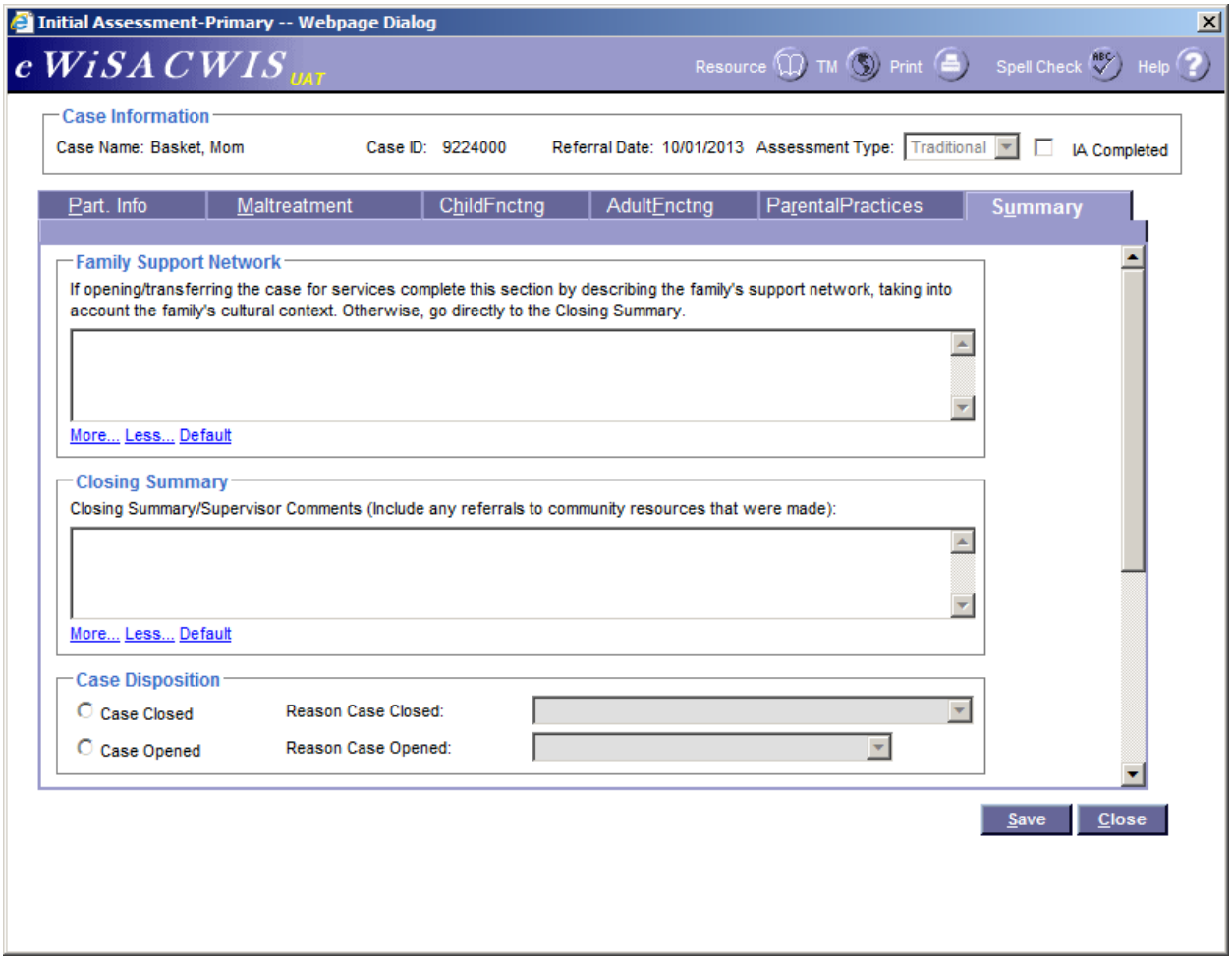
IA Primary – Parental Practices Tab

26. On Parental Practices tab select the appropriate Yes or No radio button for the Safety Assessment questions. Next, complete the narrative sections. Disciplinary Approaches and Parenting Practices narratives are completed for each adult. The Family Functioning narrative is completed once for the family as a whole.



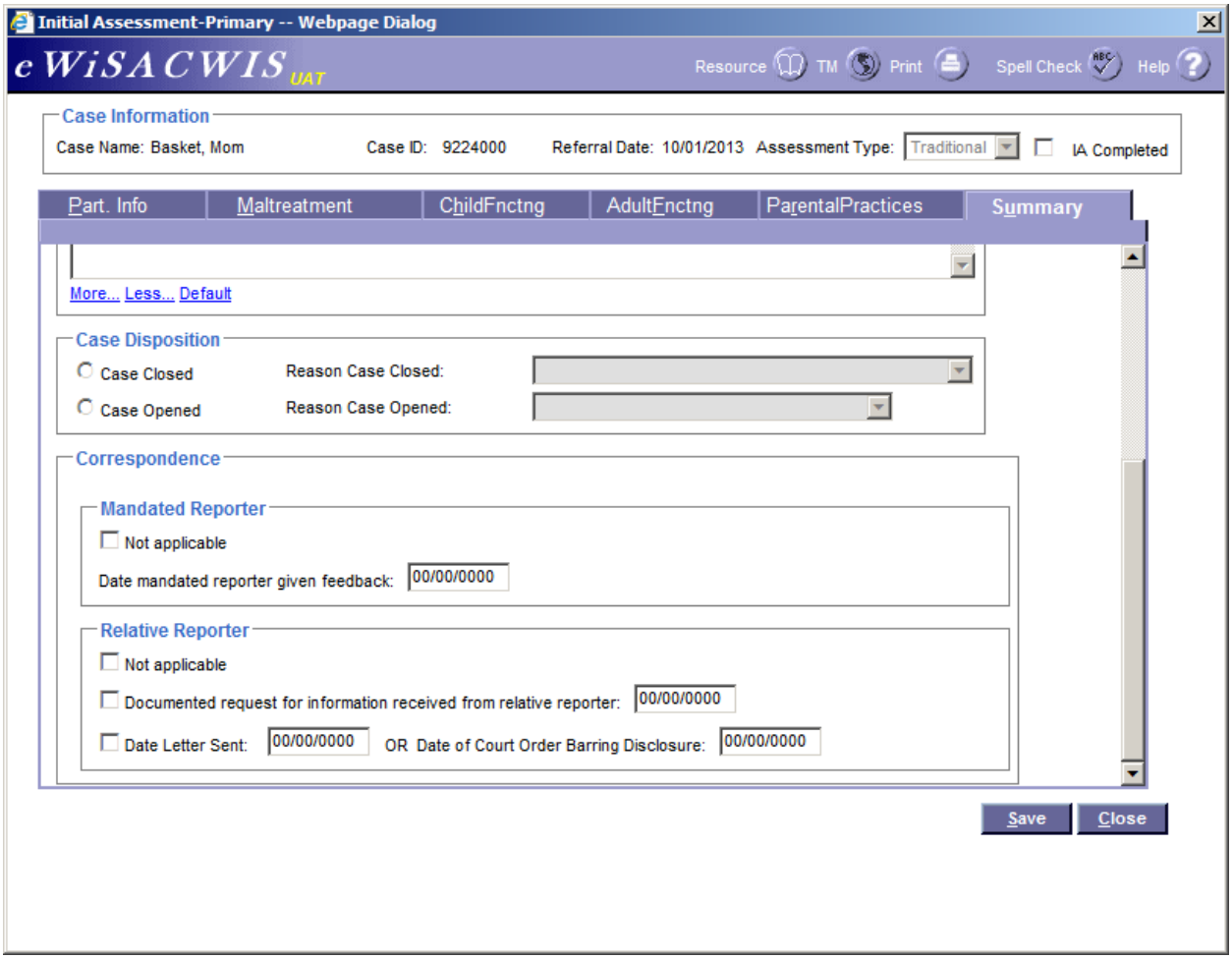
IA Primary – Summary Tab

27. The Summary tab is the last tab of the Initial Assessment – Primary page. Document the Family Support Network information if the case is being opened for services, otherwise complete the Closing Summary. Complete the Case Disposition information.

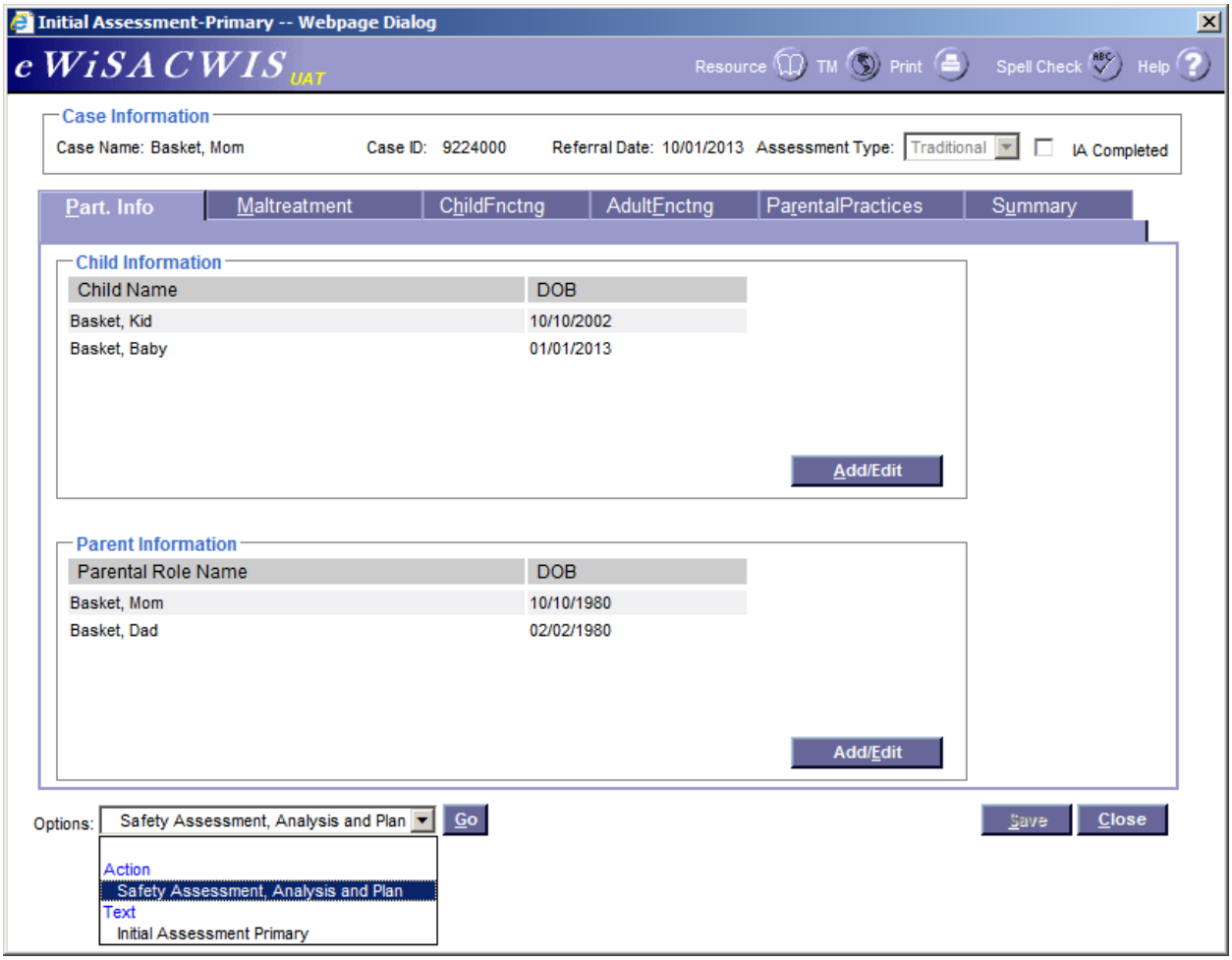


28. The Summary tab also contains a Correspondence documentation group box for a Mandated Reporter or Relative Reporter. Enter the appropriate information.

Note: These templates are available under the Options drop-down of the Assessment page.

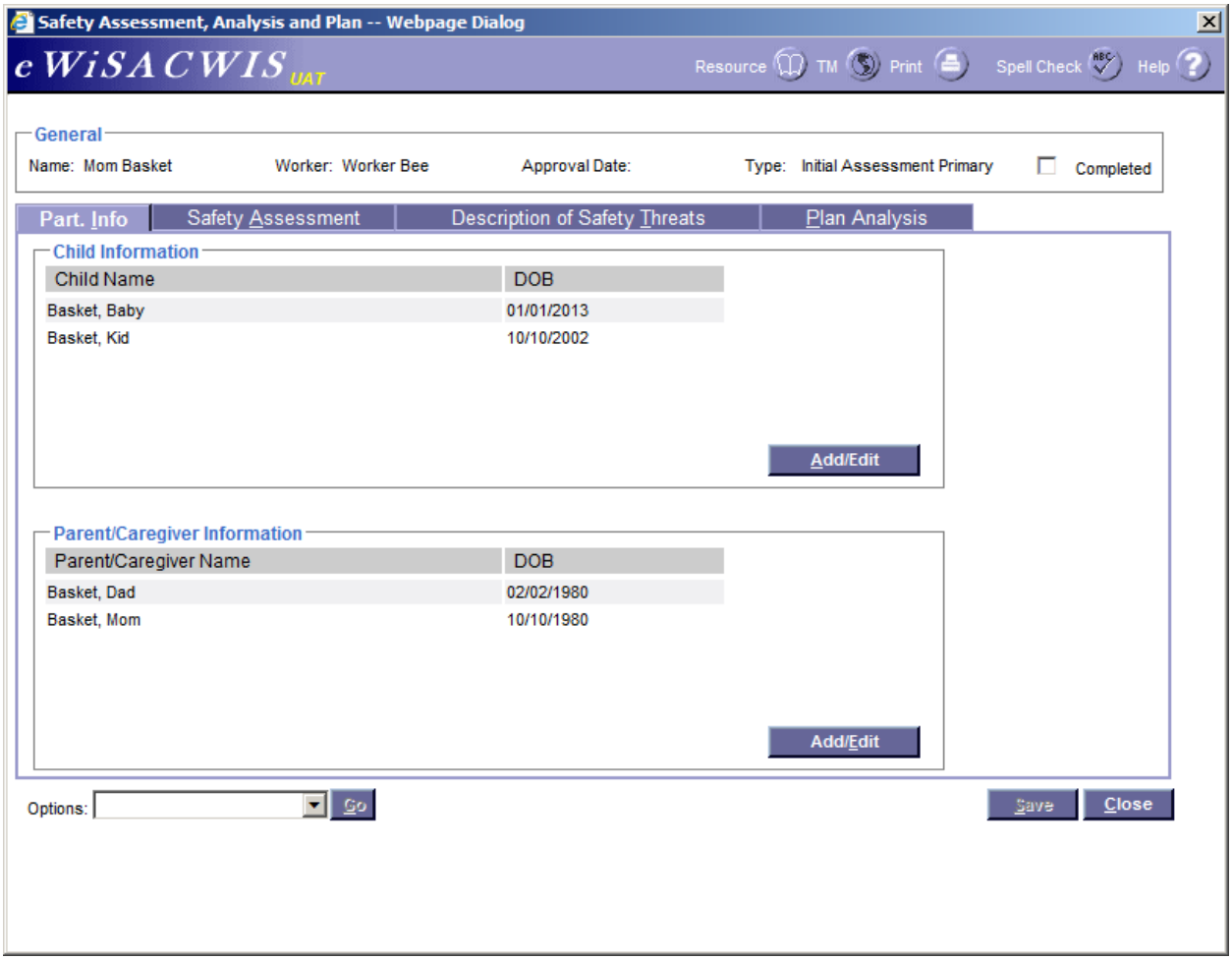


29. Next, return to the Part. Info tab, and select ‘Safety Assessment, Analysis and Plan’ on the Options drop-down. Click Go to open the page.



Safety Assessment, Analysis and Plan – Part. Info (Participant Information) Tab

30. When opened, the Part. Info tab will pre-fill with the same participants identified in the Part. Info tab of the Initial Assessment – Primary page. Select Add/Edit if changes need to be made regarding the identified participants.



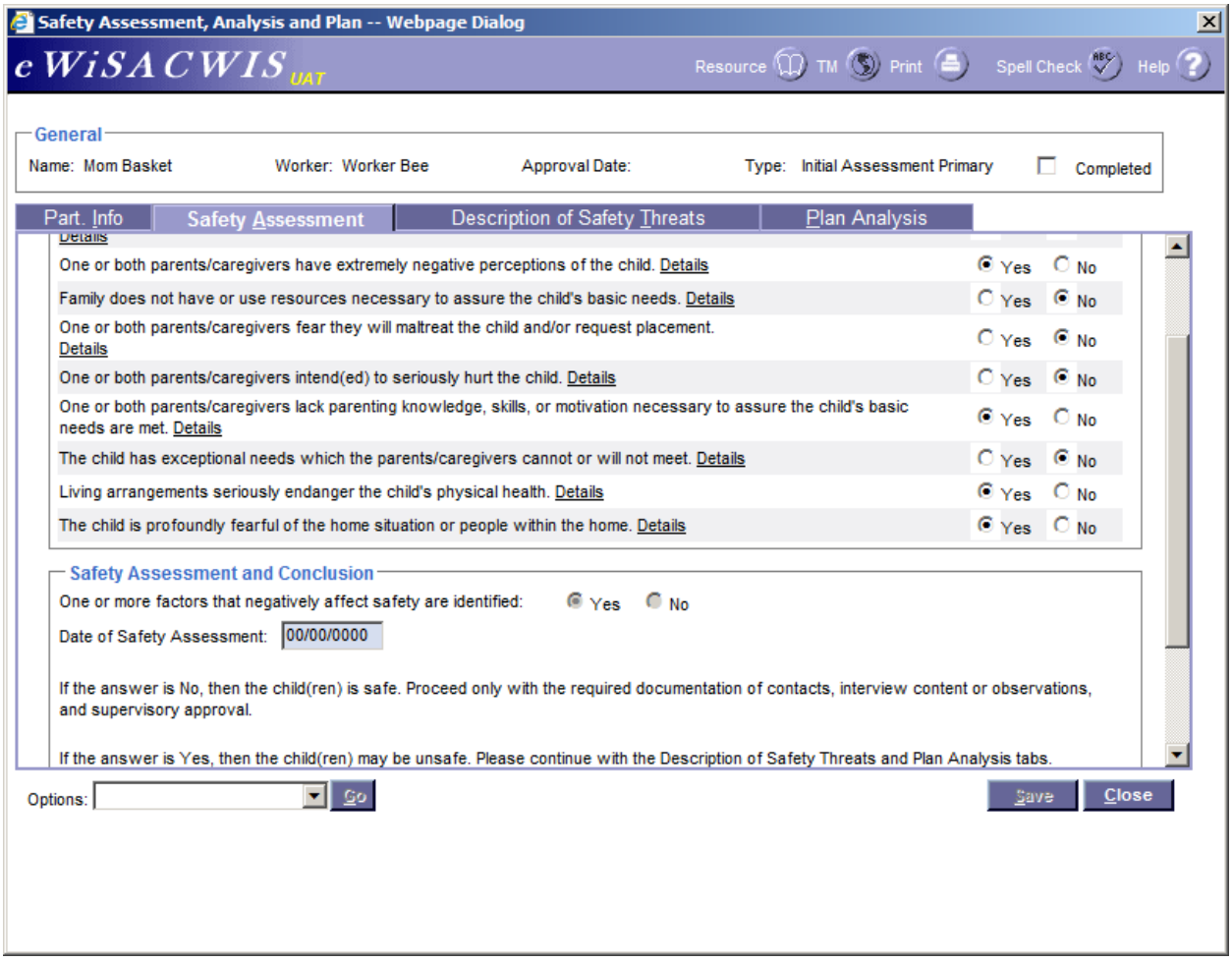
Safety Assessment, Analysis and Plan – Safety Assessment Tab

31. The Safety Assessment tab contains all 11 safety questions that were answered as part of the Initial Assessment – Primary. Make any necessary changes and scroll down to the Safety Assessment and Conclusion group box. Enter the Date of Safety Assessment.

Note: DMCPS workers should complete the DMCPS Safety Services group box as applicable.

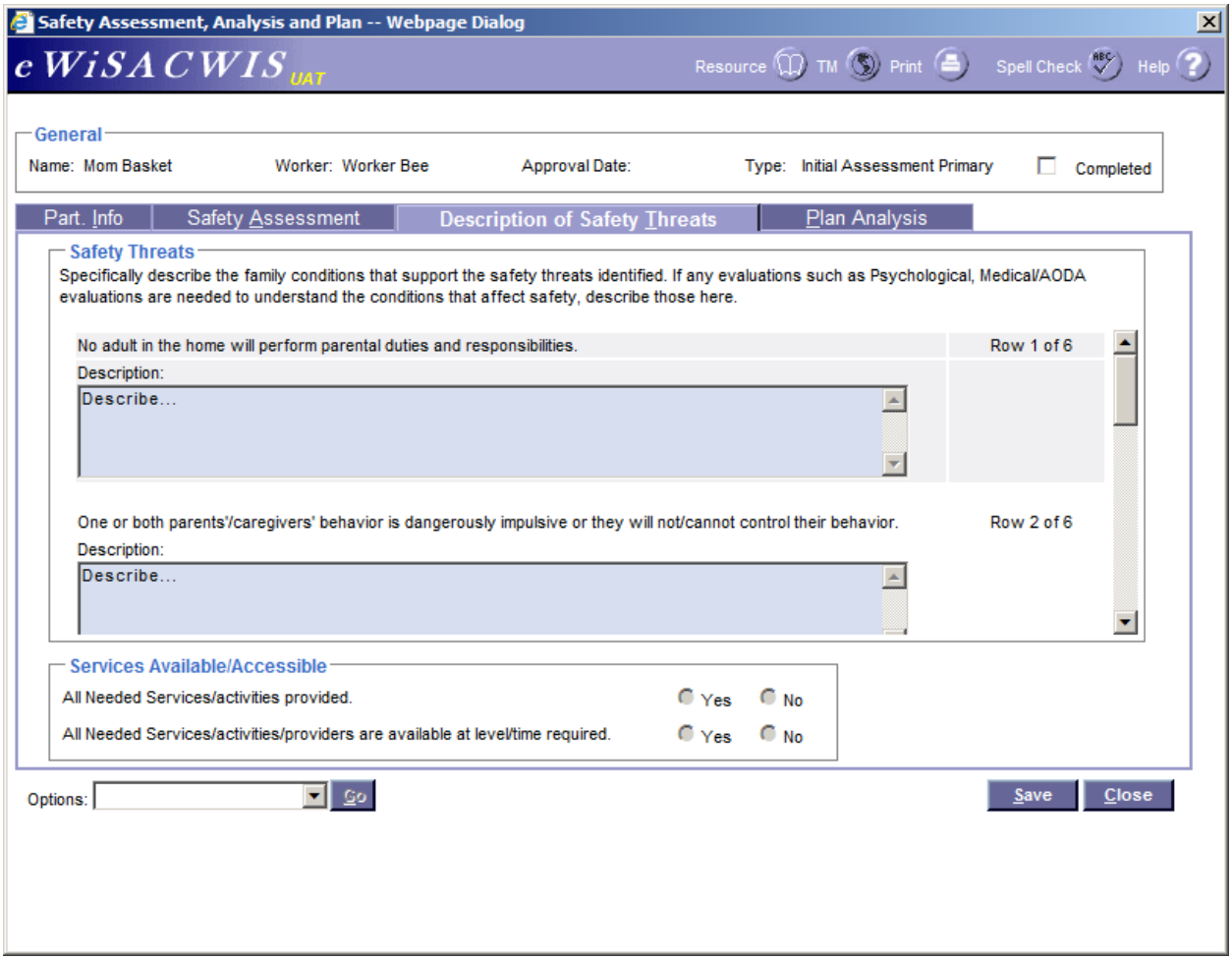
- If all safety questions are answered 'No,' enter the date of the safety assessment, open the Safety Assessment template from the Options drop-down, check the Completed checkbox in the upper right-hand corner, and click Save. Click Close to return to the Initial Assessment – Primary page. Proceed to step 37 of this guide.

- If any safety question is answered 'Yes', proceed to the next step.



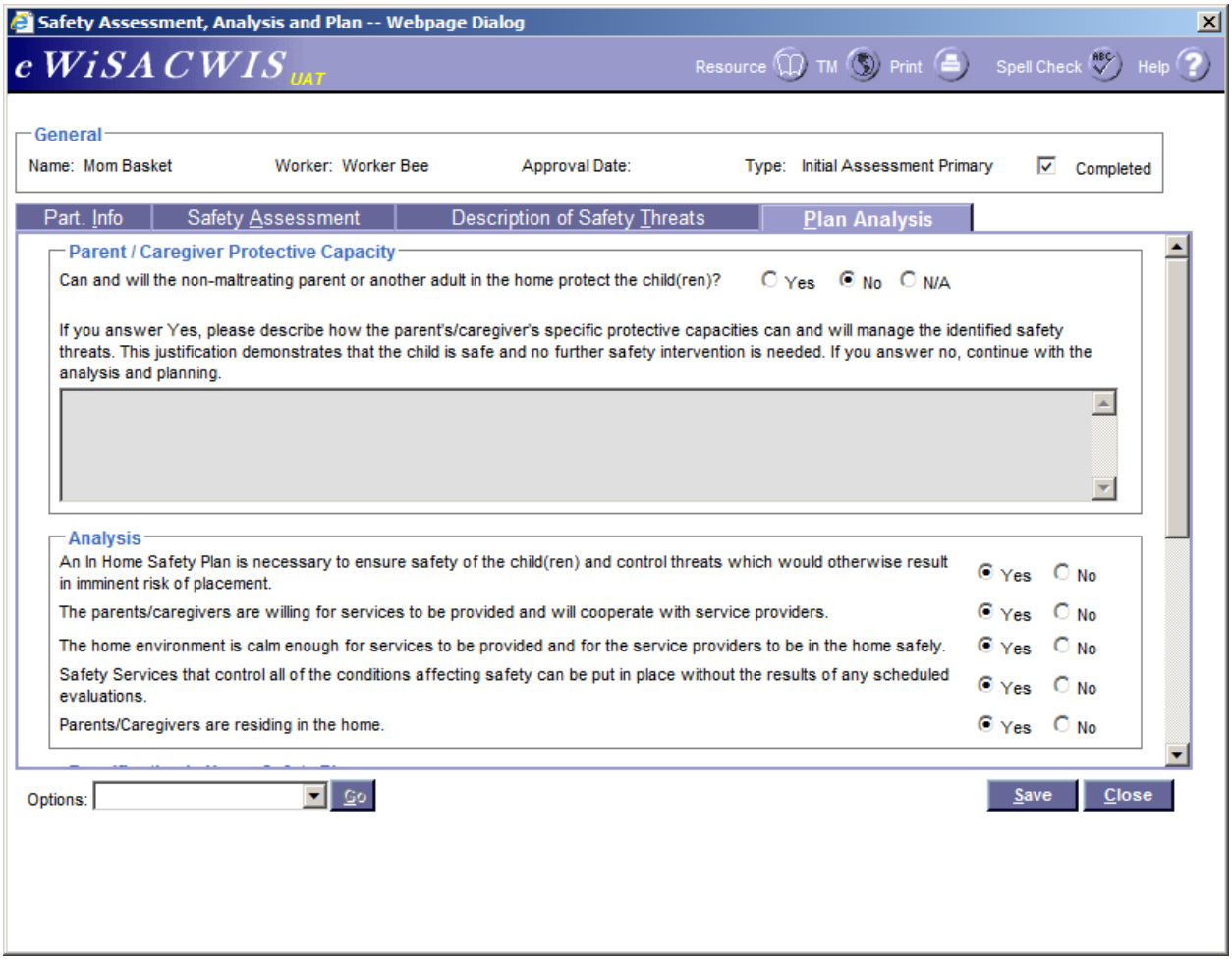
Safety Assessment, Analysis and Plan – Description of Safety Threats Tab

32. The Description of Safety Threats tab displays the Safety Threats selected on the previous tab, with required narrative text to describe each identified safety threat. The Services Available/Accessible group box questions are view only on this tab.

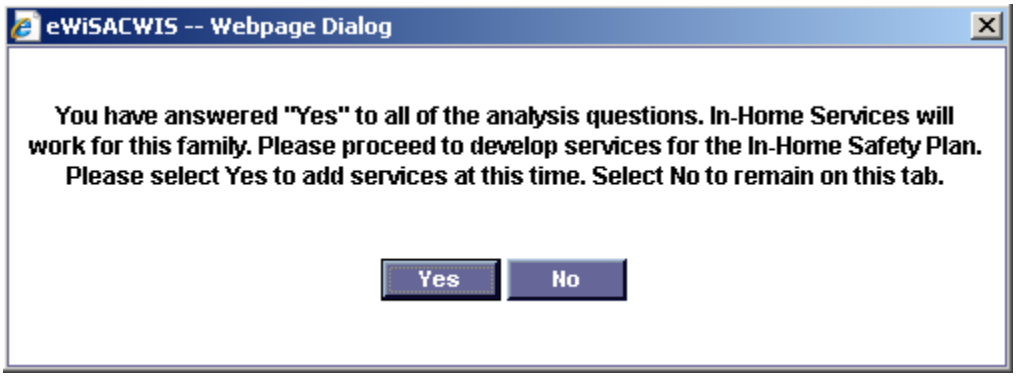


Safety Assessment, Analysis and Plan – Plan Analysis Tab

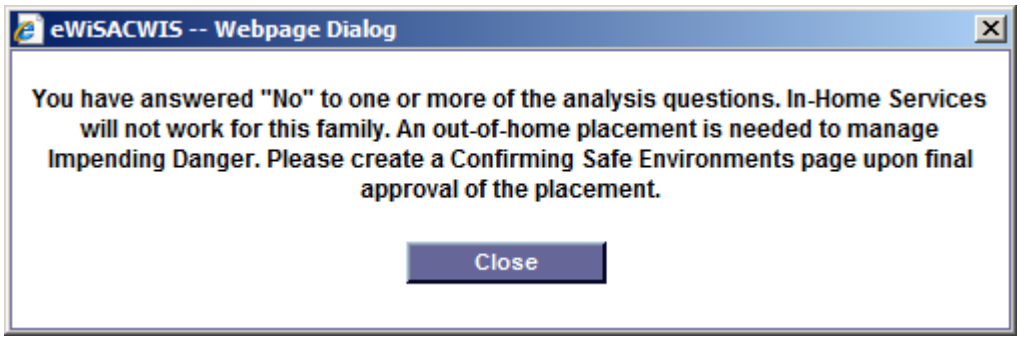
33. On the Plan Analysis tab, how the first question: 'Can and will the non-maltreating parent or another adult in the home protect the child(ren)?' is answered affects how the rest of the tab works. If 'Yes,' is selected the corresponding narrative becomes required and the Analysis questions are disabled. If 'No' or 'N/A,' the narrative is disabled and the Analysis questions are enabled and required.



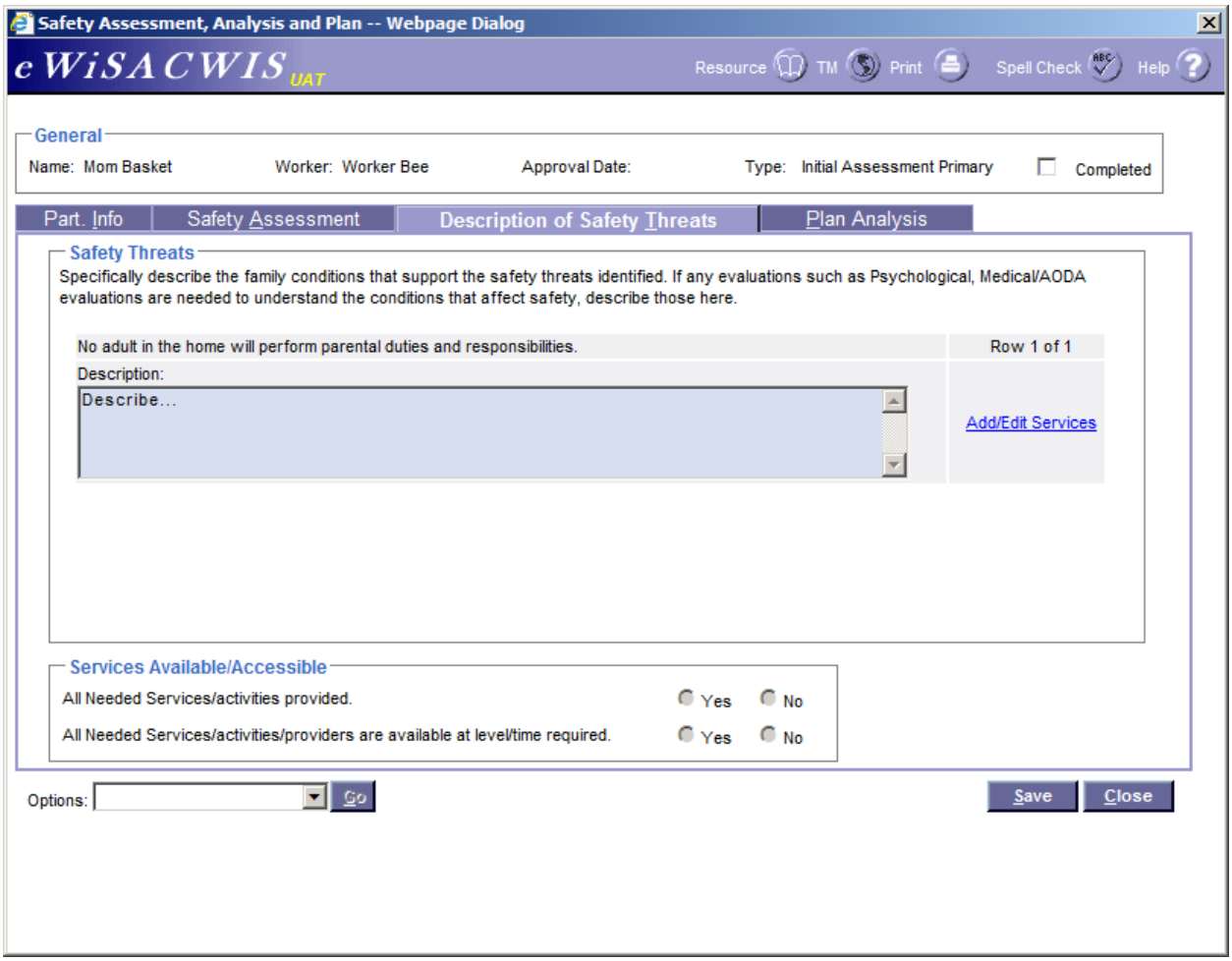
34. If all of the Analysis questions are answered 'Yes,' you will receive the following message. Selecting 'Yes' will take you to the Plan Analysis tab to enter the In-Home Services that will be implemented to ensure safety of the child(ren) in the home. Selecting 'No' returns you to the Plan Analysis tab.



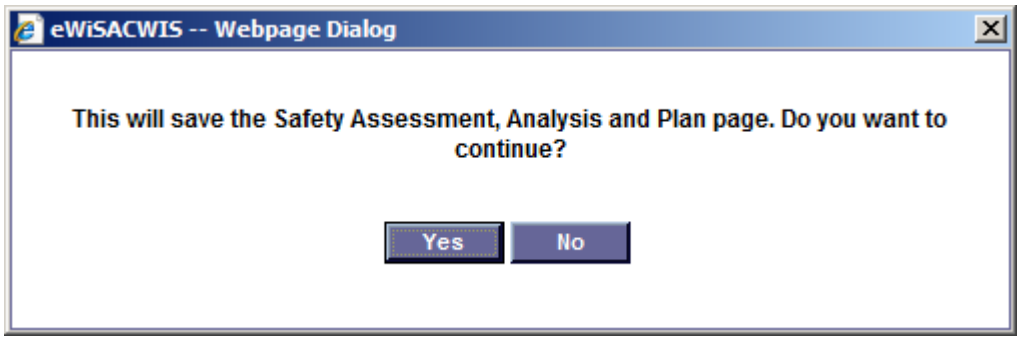
35. If one or more of the Analysis questions are answered 'No,' the following message will appear directing you to complete a Confirming Safe Environments:



36. If In-Home Services may work for this family, enter the services that will be implemented by clicking the Add/Edit Services hyperlink on the Description of Safety Threats tab.



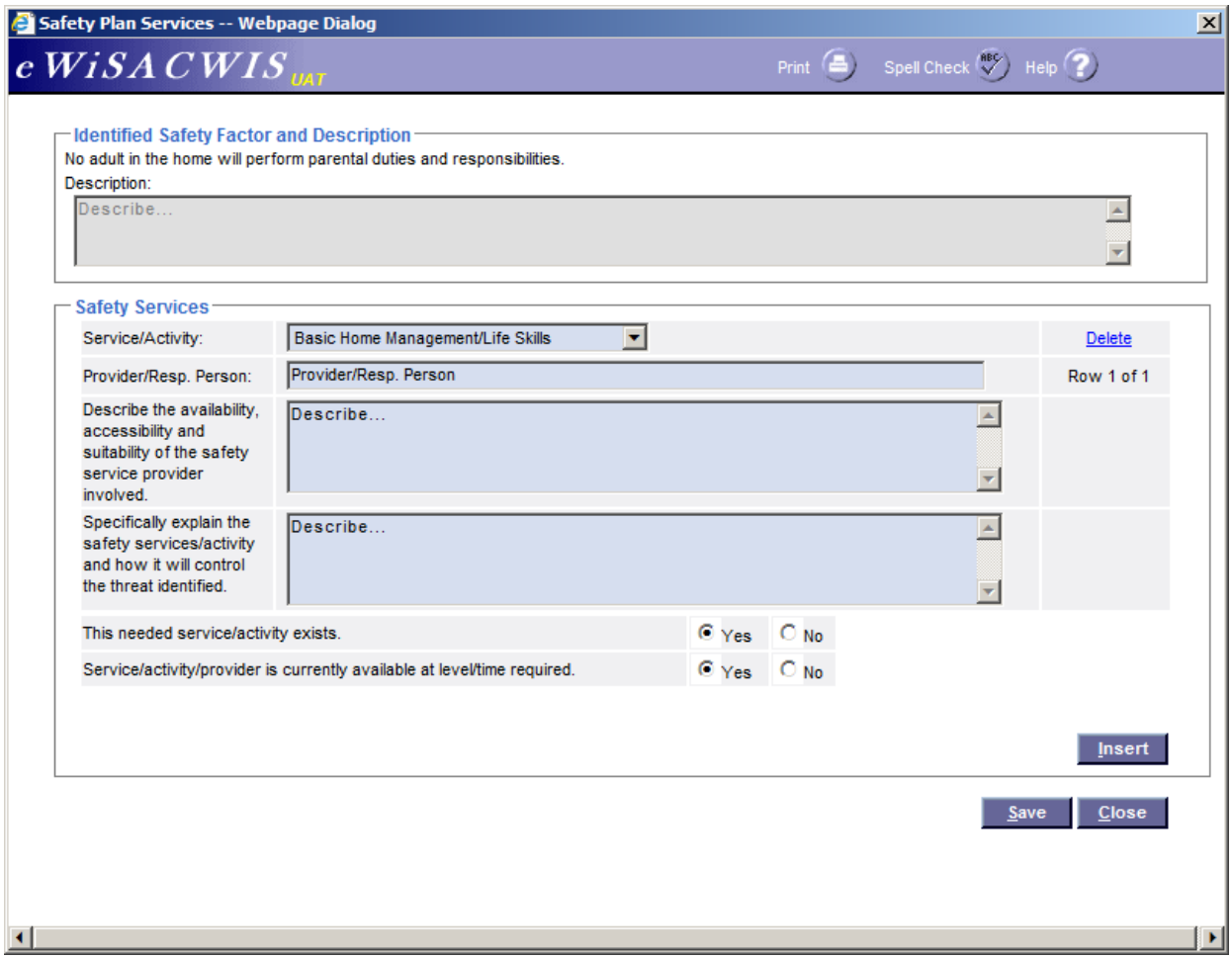
37. Clicking the Add/Edit Services link displays the following message.



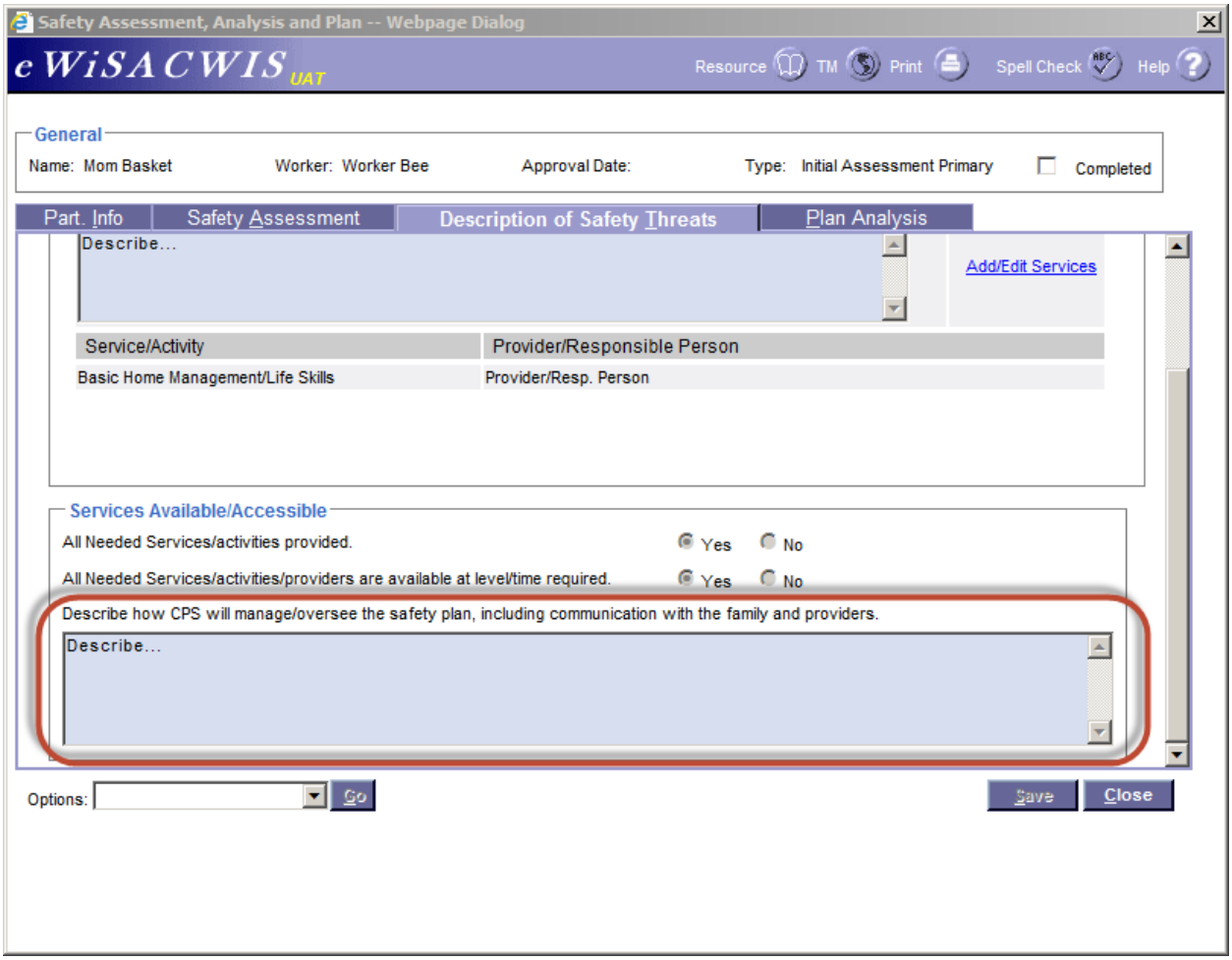
Click 'Yes' to save and open the Safety Plan Services page, or 'No' to return to the Safety Assessment, Analysis and Plan page without saving.

38. The Safety Plan Services page prefills the identified safety factor and the description of why that factor was selected. Click Insert in the Safety Services group box to add a Service and complete the following:
    - Select the appropriate Service/Activity.
    - Enter the name of the provider or responsible person providing the service.
    - Complete information for the two narrative boxes.
    - Select the appropriate answer for the service and provider questions.

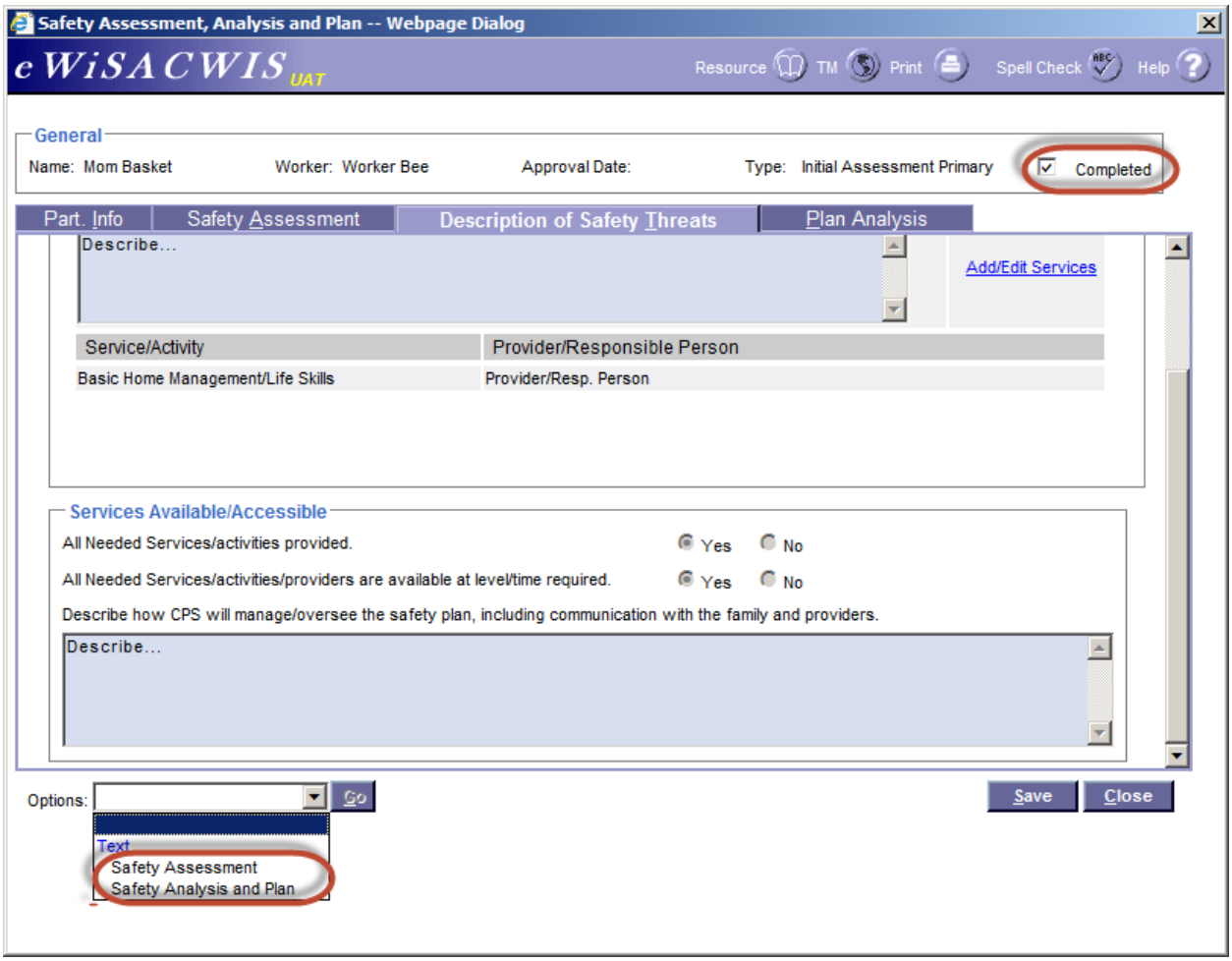
    Click Insert to add as many services being established to address this safety factor. When all services are entered, click Save. Click Close to return to the Safety Assessment, Analysis and Plan page.



39. The Service/Activity and Provider/Responsible Person displays on the Description of Safety Threats tab. The Services Available/Accessible questions now have answers pre-filled. If both of the Services Available/Accessible questions are answered 'Yes,' then document narrative for 'Describe how CPS will manage/oversee the safety plan, including communication with the family and providers.'

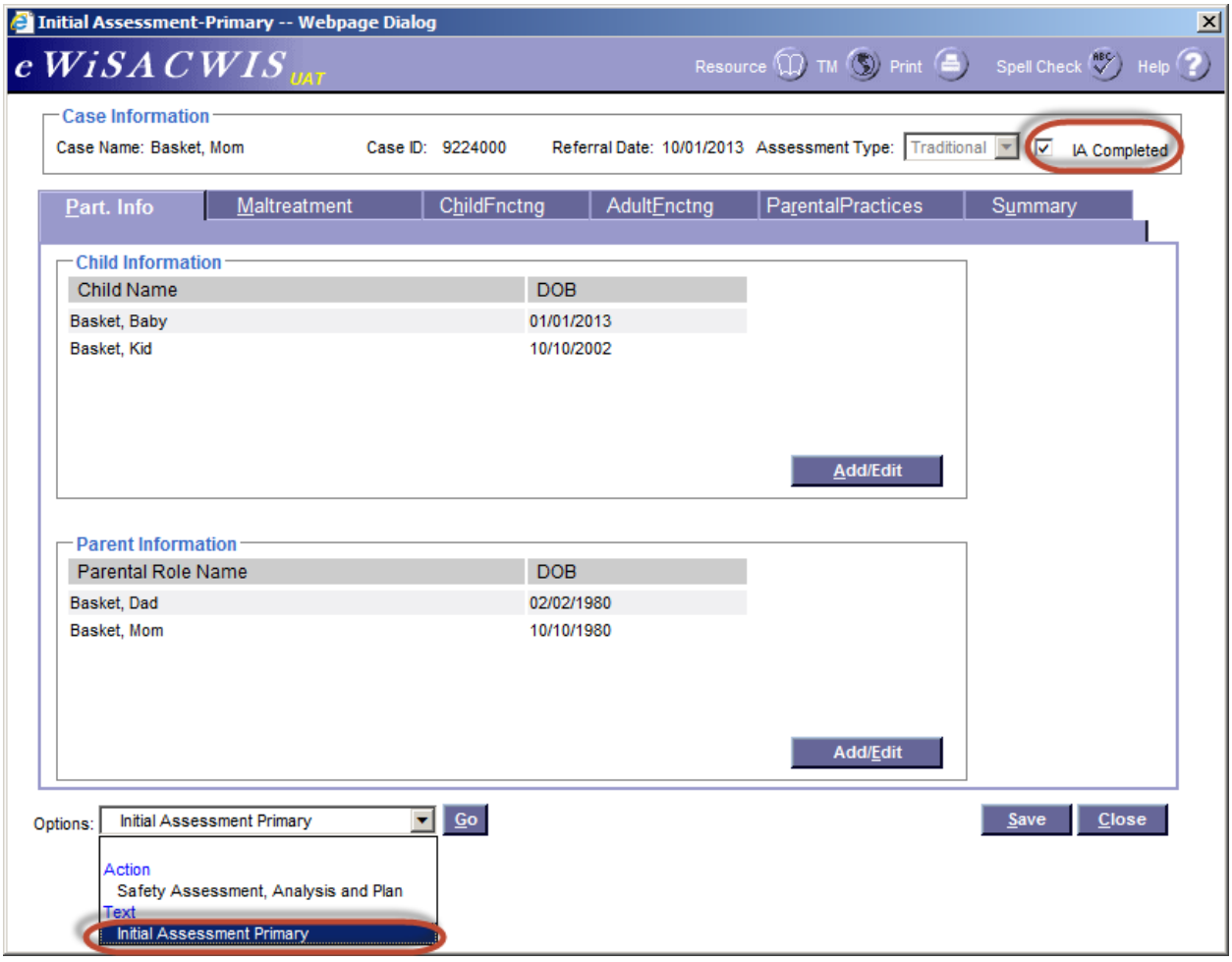


40. From the Options drop-down, open the two templates associated with the Safety Assessment and Plan page: the Safety Assessment and the Safety Analysis and Plan.

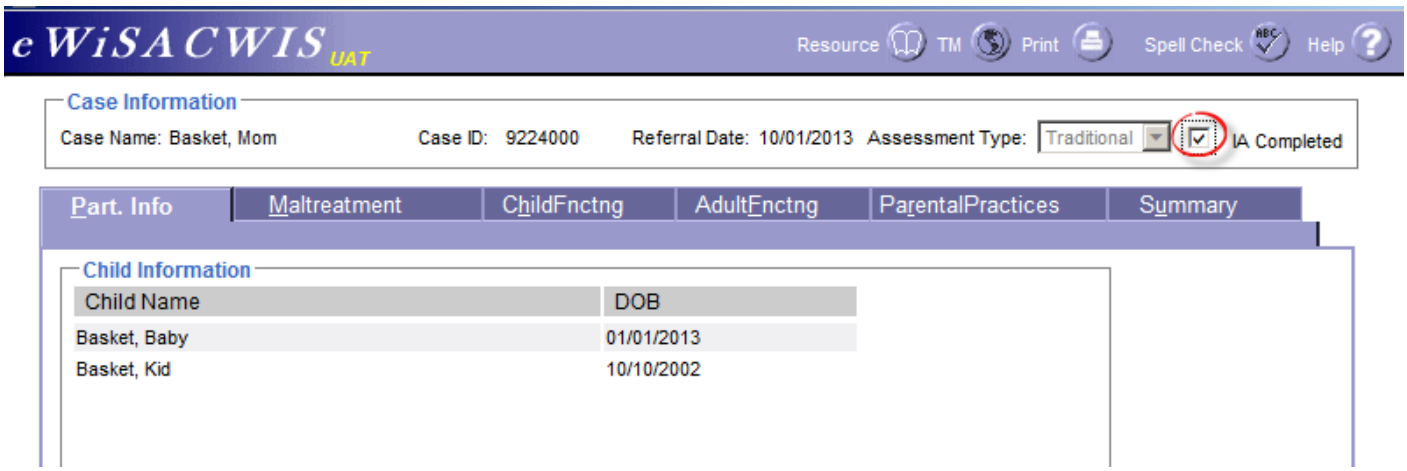


41. Once completed, check the Completed checkbox of the Safety Assessment, Analysis and Plan click Save. Click Close to return to the Initial Assessment – Primary page.

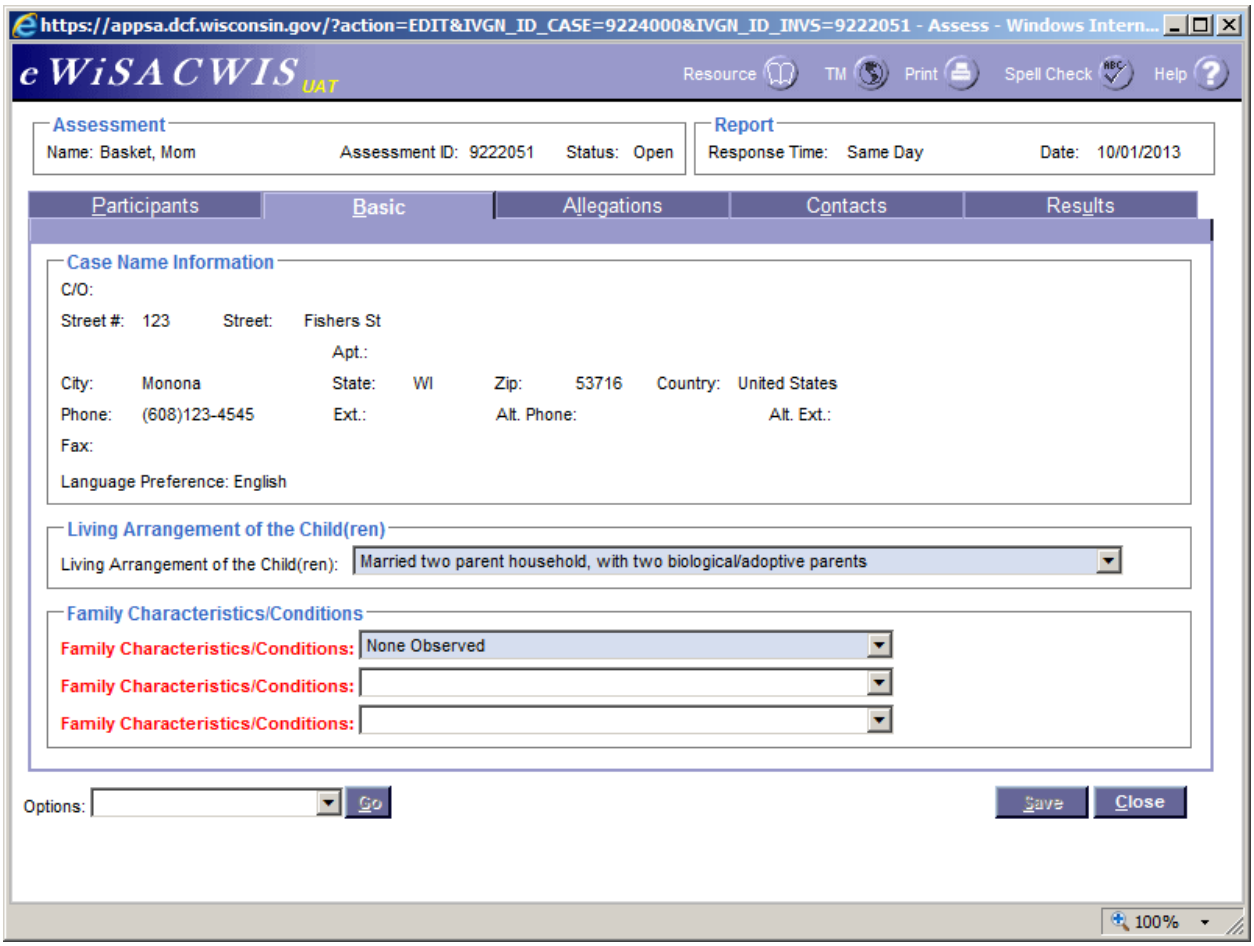
42. On the Initial Assessment – Primary page, select the 'Initial Assessment Primary' from the Options drop-down and click Go to generate the template.



43. When the IA Primary is complete, check the IA Completed checkbox. This checkbox must be checked prior to approval. Click Save, and then Close to return to the Assessment page.

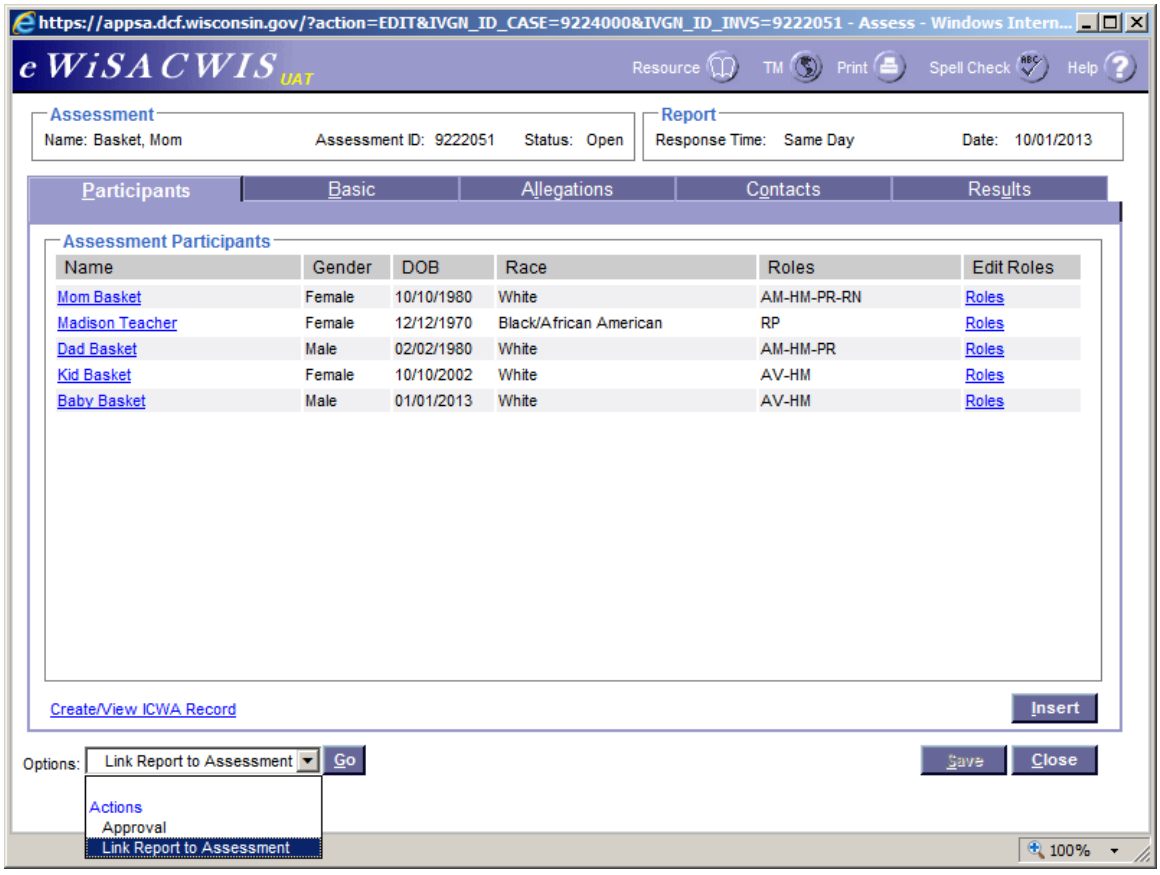


44. On the Assessment page, verify information on all the tabs is complete. If applicable, link any new CPS Reports to the Assessment, otherwise, proceed to the Participants tab to send for Approval.

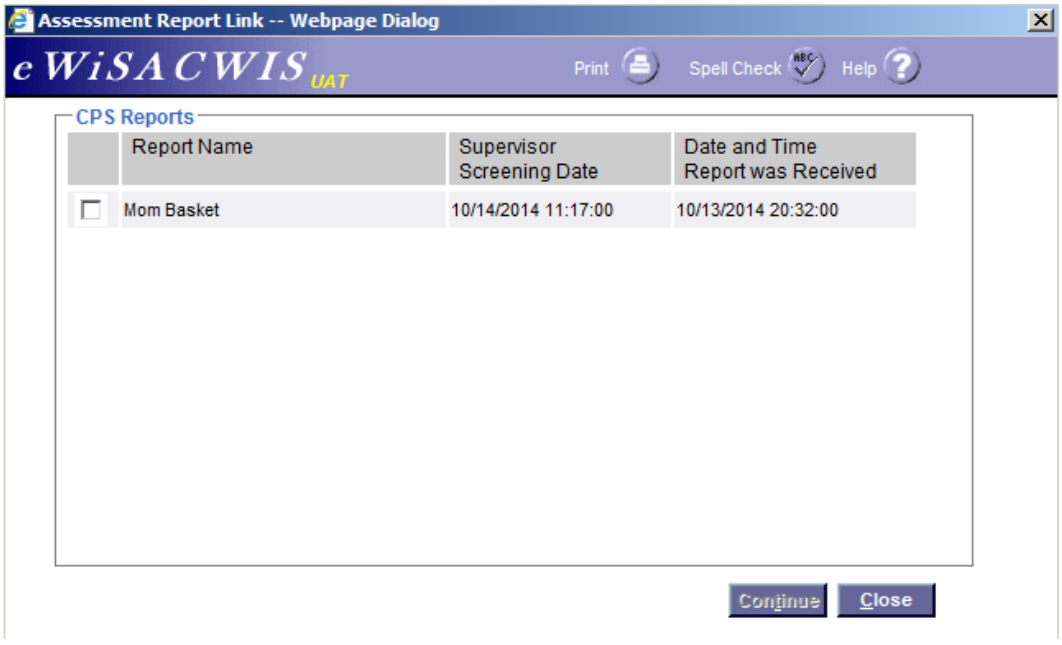


Linking a CPS Report to Assessment

45. If a CPS Report is screened in while working on an Assessment it can be linked to that assessment. From the Participants tab, select 'Link Report to Assessment' from the Options drop-down and click Go.

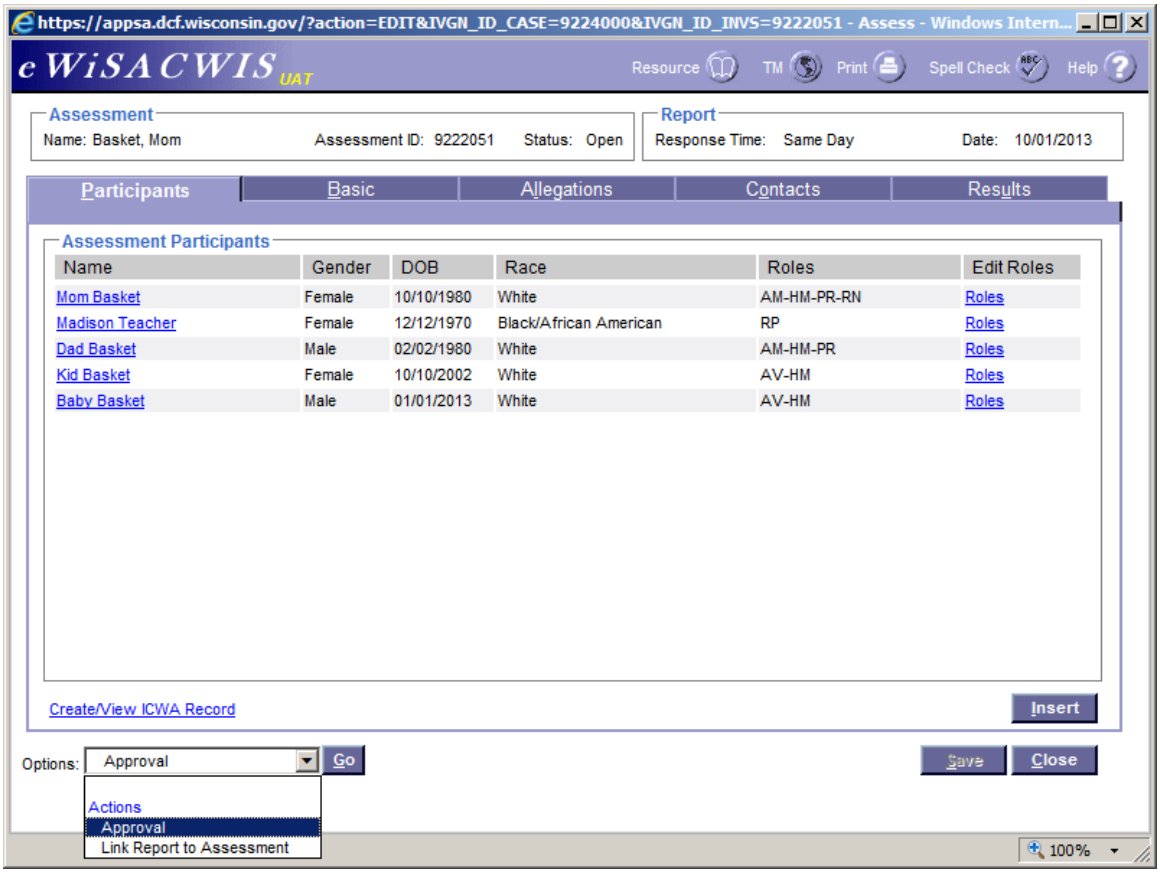


On the Assessment Report Link page, select the appropriate CPS Report(s). Click Continue to associate the CPS Report to the Assessment and return to the Assessment page.

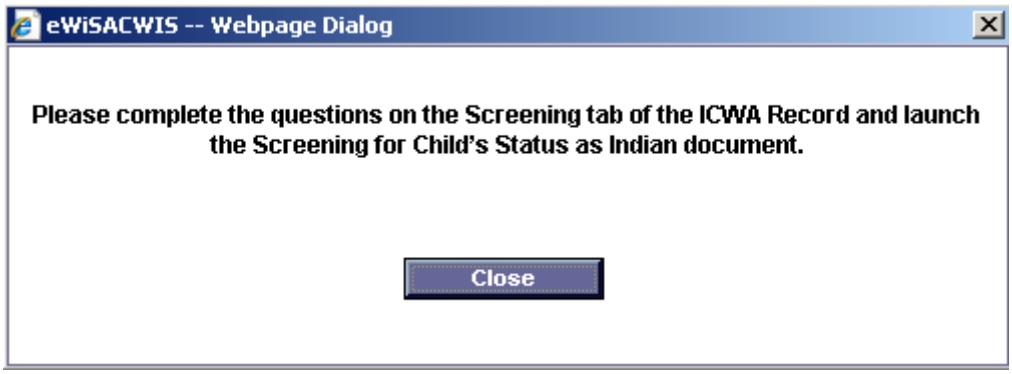


Sending the Completed Assessment for Approval

46. From the Participants tab, select 'Approval' from the Options drop-down and click Go.



47. The following message will display as a reminder to complete the Screening tab of the ICWA Record. Click Close to close the message.



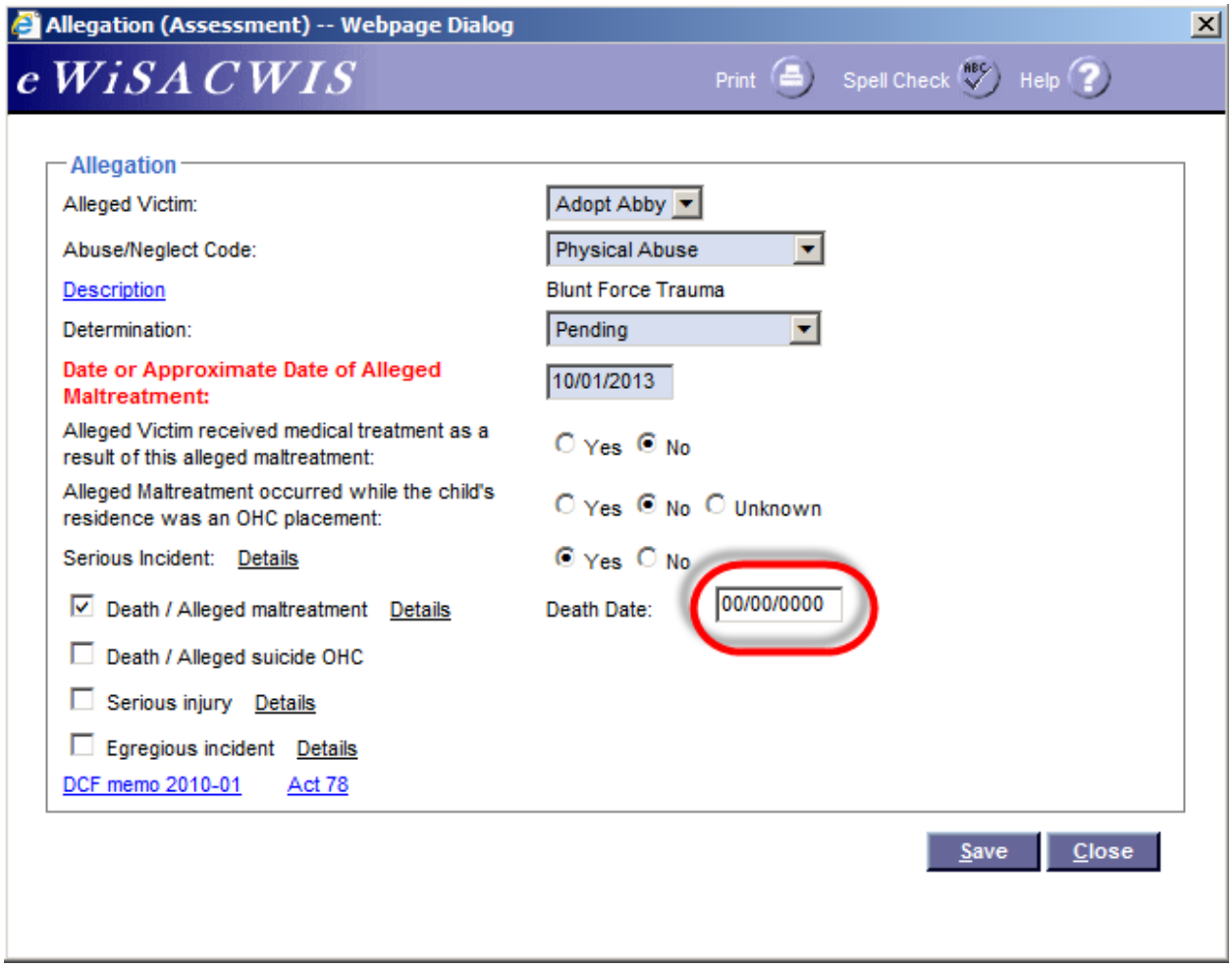
48. If the ICWA Screening tab has been completed, proceed to the next step, otherwise, to create or view an ICWA record for a child, click the Create/View ICWA Record hyperlink at the lower left of the Participants tab on the Assessment page (see step 5 above). For more information regarding completing the ICWA Record, see the Documenting ICWA Quick Reference Guide.

49. On the Approval History page, select the Approve radio button and click Continue to return to the Assessment page. Click Save to send the assessment for supervisory approval.

Recording a Date of Death for a Child

A date of death for a child can be recorded on the following pages: Person Management, Allegation (Access Report), Allegation (Assessment), Serious Incident Notification, and Placement & Service Ending.

In Assessment, the field will dynamically display if a death is indicated on the page and is required when a determination other than pending is selected. If a Death Date is already entered on Person Management, the date pre-fills to the page. If a Death Date is changed on the Allegation page, Death Date on Person Management will be updated after the Assessment is approved. The Death Date field will always remain editable on Person Management but will freeze on the Assessment and will not be able to be changed after it has been approved.



Note: The Death Date on an approved Access Report or Assessment, or the most recently entered date of death in Person Management will prefill to the Serious Incident Notification. The Death Date field displays when the Death/Alleged Maltreatment or Death/ Alleged Suicide checkbox is selected on the page.

Note: If allegations rise to the level of a Serious Incident, Wisconsin Act 78 requires county agencies and the Division of Milwaukee Child Protective Services (DMCPS) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the Serious Incident (Act 78) Quick Reference Guide for more information.